



# State of Utah

DEPARTMENT OF COMMERCE  
DIVISION OF CONSUMER PROTECTION

## SUPPLEMENT TO UNIFIED REGISTRATION STATEMENT

(To be used only when the Unified Registration Statement is filed in place of the Charitable Organization Permit Application Form)

**Annual Application fee: \$100.00 (Non-refundable)**

\_\_\_\_\_  
**Name of Charitable Organization**

\_\_\_\_\_  
**Date of Application**

OFFICE USE ONLY	
<b>Date Issued:</b>	_____
<b>Permit Number:</b>	_____
<b>Approved:</b>	_____
<b>Exempt:</b>	_____
<b>Denied:</b>	_____
<b>Expiration:</b>	_____
<b>Percentage of total contributions that are available for the charitable purpose:</b>	_____

Please mark the appropriate box:

INITIAL  
APPLICATION

RENEWAL  
APPLICATION

If you have any questions, please contact the Division at (801) 530-6601.

Please make application fee check or money order payable to the **State of Utah**.

Please return the completed application form and check or money order to:

Department of Commerce  
Division of Consumer Protection  
160 East 300 South  
Box 146704  
Salt Lake City, Utah 84114-6704

**NOTE: The Charitable Solicitation permit will expire annually on the earlier of January 1, April 1, July 1, or October 1 following the completion of 12 months after the date of initial issuance.**

April 2010

# STATE OF UTAH

## SUPPLEMENT TO UNIFIED REGISTRATION STATEMENT

If the Unified Registration Statement (URS) for Charitable Organizations is filed in lieu of the Charitable Organization Permit Application Form, this supplement must be completed in its entirety and attached to the URS. Use additional sheets if necessary. For definitions of professional fundraiser, professional fund raising counsel or consultant, commercial co-venturer, vending device, contributions, etc. refer to the Charitable Solicitations Act, U.C.A. § 13-22-2 (1953, as amended). This form does not need to be completed if the Division's Charitable Organization Permit Application form is used.

1. Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. State the percentage of contributions that remained available in previous year for application to the charitable purposes declared in the URS, paragraph 22 (100% minus line 22(g) of the URS): \_\_\_\_\_%

An initial applicant with no previous financial information is required to complete this Part using pro forma financial statements or budgets.

3. For each method of solicitation described in paragraph 10 of the URS, state the projected length of time that each solicitation will be conducted during the **upcoming** year. If any method of solicitation is ongoing, please indicate so.

4. Paragraph 17 of the URS must be completed by stating the name, address and telephone number of the Charitable Organization's registered agent. (The registered agent does not need to reside in Utah.)

5. Is your organization the parent foundation of a local unit or does your organization associate with a parent foundation?  Yes  No

If "yes", complete questions 6, 7, and 8. If "no", go to question 9.

6. List the following information concerning your parent foundation or local unit:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

7. List the state(s) where your parent foundation is currently registered.

\_\_\_\_\_  
\_\_\_\_\_

8. Please provide a copy of your current contract with the parent foundation with this application.
9. If your organization uses vending devices, state the following information:
  - a. Type of vending devices used: \_\_\_\_\_
  - b. Location(s) of vending devices: \_\_\_\_\_
  - c. Length of time vending devices will be used: \_\_\_\_\_
10. In addition to the documents requested in the URS and its Appendix, please enclose copies of the following documents:
  - a. Statement of Functional Expenses form, only if you are filing IRS Forms 990 EZ, 990PF, 990N, or other financial information other than IRS Form 990 (this form is available at www.dcp.utah.gov).
  - b. Most recent IRS Form 990 or annual financial report filed with the IRS **(with signature)**.
  - c. Telephone transcript to be used in solicitation, if applicable.
  - d. Current contract with Parent Foundation, if applicable. Parent foundation is defined in Utah Admin. Code R152-22-2(2)(a).
  - e. Any order or judgment resulting from an injunction or criminal conviction disclosed in the URS.
  - f. Any voluntary agreement of compliance disclosed in the URS.
  - g. The Applicant's articles of incorporation or other organizational documentation showing its current legal status **(initial application only, unless amended)**.
  - h. The Applicant's current by-laws or other policies and procedures governing its day-to-day operations **(initial application only, unless amended)**.
  - i. The Applicant's IRS Section 501(c)(3) or 501 (c)(4) tax exemption letter, if applicable **(initial application only, unless amended)**.
  - j. Current contracts used during the period of this application with professional fundraiser, professional fund raising counsel or professional fund raising consultant, if applicable.
11. If this is an initial application or a renewal application of an organization which has let its permit expire, has the applicant conducted activities regulated by the Charitable Solicitations Act, Utah Code Title 13, Chapter 22, without being duly registered with the Division?

This includes soliciting, requesting, promoting, advertising, or sponsoring a charitable solicitation in the state of Utah without being duly registered with the Division.

Yes             No

12. If "yes", please explain in detail, including how much was collected, who actually coordinated and scheduled the solicitation(s), the dates of the solicitation(s), and the number of pieces mailed and/or the number of solicitations made for each date indicated.

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The person signing this application on behalf of the charitable organization:

- affirms that this application is complete and not misleading;
- understands that this application is subject to audit; and
- acknowledges that fund raising in Utah will not commence until both the charitable organization, its parent foundation, if any, and the professional fund raiser or professional fund raising counsel or consultant are registered and in compliance with the Utah Charitable Solicitations Act.

DATED: \_\_\_\_\_

APPLICANT:

BY \_\_\_\_\_  
ITS