



COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA

2012 APPLICATION CHECKLIST FOR LOCAL FEDERATIONS

- Completed and signed application.
- Attachment A**, Excel spreadsheet: a list of federation and all member organizations' requested information. Federal regulations require the physical address of the federation and each member organization to be included in attachment A.
- Attachment B**, a copy of your IRS determination letter, including Employer Identification Number (EIN)
 - If IRS letter is a group exemption, include a letter from the CEO of the group verifying your organization's bona-fide chapter status and financial reporting.
 - If using something other than a legal name, DBA paperwork in your home state or jurisdiction is required.
 - Verify that your EIN is valid (not expired) and that it is in the IRS database or Publication 78.
- Attachment C**, a copy of audited annual financial statements **REQUIRED** for organizations with \$250,000 or more in revenue for a period ended not more than 18 months prior to January 2012.
- Attachment D**, a copy of a complete signed IRS Form 990 for a period ended not more than 18 months prior to January 2012. **MUST** be the **SAME** period covered in the audit.
- Attachment E**, a list of federation's board of directors with beginning and ending date of board member's term, board meeting dates and locations for calendar year 2011.
- Signatures on application form.
- All certifications checked appropriately.
- All attachments submitted with signed application.

Upon completion, please send the printed application and all attachments to:
CFCNCA - 750 17th Street, NW - Suite 200 - Washington, DC 20006