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2327 L Street, Sacramento, CA 95816 • (916) 440-1985 • FAX (916) 440-1986 • Email [info@capta.org](mailto:info@capta.org) • [www.capta.org](http://www.capta.org)

## CHARITABLE TRUST NUMBER CHECKLIST

To complete initial registration for a Charitable Trust number, complete the following checklist and forward all documents to the Registry of Charitable Trusts:

1. *Form CT-1* (see attached or go to [www.capta.org](http://www.capta.org), click on the “Tax Filing Updates,” “Registry of Charitable Trust.” and then click on provided links for fillable *Form CT-1* and sample instructions)
  
2. Founding documents, as follows:
  - If you are incorporated:  
The articles of incorporation, all amendments, current bylaws (within three (3) years) and *IRS Form 1023*
  
  - If you are not incorporated:  
The unit, council, or district current bylaws (within three (3) years)
  
3. Request a letter of determination from your District. If unavailable, contact [sales@capta.org](mailto:sales@capta.org)
  
4. \$25 initial registration fee
  
5. **Mail all of the above documents to:**  
California Attorney General's Office Registry of Charitable Trusts  
P.O. Box 903447  
Sacramento, CA 94203-4470

If you have any additional questions, you can call the Registry of Charitable Trusts registration department at (916) 323-5617 or e-mail [registration@doj.ca.gov](mailto:registration@doj.ca.gov).