



Recertification Checklist

You will need the following:

- ☐ Federal EIN #
- ☐ Description of Program Services in 25 words or less
- ☐ Agency Statement of Program Activities (25 words or less)
- ☐ Charities Registration Bureau #
- ☐ Most current audited financials (within 18 months)
- ☐ Most recent IRS 990 form to use in the calculation of the Administrative and fund raising (AFR) %. Must be under 25% or submit Corrective Action plan to decrease %.
- ☐ Most current Federally Approved Indirect Paperwork (within 18 months), if applicable
- ☐ Patriot Act Compliance Form
- ☐ Vendor Rep Certification
- ☐ EFT Form
- ☐ Agency Application/Recertification Statement Certification

Please note that all signatures must be authorized signatory for your agency (Board Officer, Executive Director, CFO, etc.)