

How to Register with and/or Attain Exempt Status from NYS Charities Bureau

In order to participate in SEFA, you must be registered with the NYS Charities Bureau. The following steps will identify if you are registered with them. Then, based on the charities status what you need to do.

First, are you registered with the NYS Charities Bureau? Enter your Federal Employer Identification Number (EIN) at this website ... https://www.charitiesnys.com/RegistrySearch/search_charities.jsp
Do not enter more than just your EIN. In most instances, it will kick back saying you aren't registered if you try to put charity name and EIN.

If your charity does not appear:

You are not registered at all with the NYS Charities Bureau.

What you need to do:


- Complete [Char410](#)
- Even if SEFA is the only campaign you participate in New York State, you are required to pay the \$25 fee in Part C

Mail to:

Office of the Attorney General
120 Broadway
New York, NY 10271

If your charity appears:

Click on the name of the charity link and notice what your "Registration Category" is:



SEARCH RESULTS SELECTION	
Organization Name:	[REDACTED]
Registration Type:	NFP
Registration Category:	Dual
Month number fiscal year ends :	3
Federal ID No. (EIN):	[REDACTED]
NY State Reg. No.:	[REDACTED]
County:	ALBANY
Address:	[REDACTED]
Web Site:	[REDACTED]

What you need to do:

Category is “Exempt” – If you do not have the letter from the Charities Bureau stating that the charity is “Exempt” you need to:

Check under the referenced box above and see if the exempt status letter is scanned and available to you to print. If not, you need to get confirmation from the Charities Bureau that you are indeed exempt. An officer of the charity can email: charities.bureau@ag.ny.gov with the name of the charity and Federal EIN # asking for exempt status confirmation and the Attorney General’s office will either:

- send an email confirming that the charity is exempt ~ If prior to CB scanning charity data
- send a copy of the original letter ~ if filed since CB scanning data

If it is not “Exempt” and you believe it should be, you need to file for an Exemption with the NYS Charities Bureau. What you need to do:

- Complete [Char410](#) (Even if SEFA is the only campaign you participate in New York State, you are required to pay the \$25 fee in Part C)
- Complete [Char410 Schedule E](#)

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