

## Sample Non-Profit Incorporation Documents Checklist

Non-Profit Corporation Documents that may be required for the formation of a Nonprofit Corporation in Texas.

1. Certificate of Formation (f.k.a. Articles of Incorporation)
2. Bylaws
3. Initial Minutes
4. Board of Directors' Organizational Meeting
5. Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
6. Internal Revenue Service (IRS) Form SS-4, Application for Employer Identification Number
7. United States Postal Service: PS Form 3624, Application to Mail at Nonprofit Standard Mail Prices
8. Texas Comptroller of Public Accounts: Texas Sales and Use Tax Resale Certificate
9. Texas Comptroller of Public Accounts: Texas Hotel Occupancy Tax Exemption Certificate
10. Information on Tax-Deductible Donations

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