

## How to Become a New Non-Profit Organization in Tennessee

### Required:

- Obtain an Employer Identification Number (EIN) from the IRS  
[www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers](http://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers)
- File a State Charter with the Secretary of State and keep a copy for your files

Tennessee Secretary of State  
Division of Business Services  
312 Rosa L. Parks Ave  
6<sup>th</sup> Floor, Snodgrass Tower  
Nashville, TN 37243  
(615) 741-2286  
[www.sos.tn.gov/business-services](http://www.sos.tn.gov/business-services)

### Optional:

- Register for tax exempt status as a 501(c)(3) organization
  - Contact IRS
  - [www.irs.gov/charities-non-profits/charitable-organizations](http://www.irs.gov/charities-non-profits/charitable-organizations)
- Contact TN Department of Revenue to obtain state sales & use tax exemption
  - [www.tn.gov/revenue/taxes/sales-and-use-tax.html](http://www.tn.gov/revenue/taxes/sales-and-use-tax.html)