

Authority: 1975 PA 169

Revised: 7/23/2024

CTS-07 APPLICATION FOR LICENSE OF PROFESSIONAL FUNDRAISER

License Year: July 1, 20 to June 30, 20

Check one: Initial Renewal – File #

Full legal name of entity:

Assumed names:

Employer Identification Number (EIN): Telephone number:

Mailing Address:

Email: Webpage:

1. Type of entity: Corporation LLC Partnership Sole Proprietor
Other (explain)

NOTE: If this is an initial, provide a copy of your organizing documents.

Required information (include on separate sheet)

2. Officers, directors, members, owners. On a separate sheet, provide the names and address of the applicant's officers, directors, and all shareholders, members, and others with a 5% or more ownership interest in the entity.
3. Resident Agent physically located in Michigan (street address, not a post office box).
4. Offices in Michigan: on a separate sheet, provide the street addresses of all call centers and other offices located in Michigan. If none, check here:
5. Related entities: list all related entities of the applicant and entities owned or operated by immediate family members or officers, directors, managers, or owners of the applicant that provide services to clients of the applicant. State the services provided. Provide on a separate sheet.
6. Contracts: The applicant must complete the Current Contract Schedule below and provide copies of contracts, extensions, and addenda for all charitable or religious organizations currently under contract which intend to solicit contributions or raise funds in Michigan Please provide end dates or expected end dates for all contracts. If any contract has been sub-contracted for activities in Michigan, provide the name, address, and MIFR number of the sub-contractor. If you are a sub-contractor reporting a sub-contract, check the box and provide the name, address, and MIFR number of the main contractor as an attachment.

Note - This information and copies of contracts are required to be provided throughout the year. Use the Contract Summary Sheet, available on our website, when submitting contracts.

Only solicitation / events contracts must be filed. If you meet the following qualifications for a consultant, a professional fundraiser license is not required.

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To qualify as a consultant, all of the following conditions must be met:

- the consultant must be retained by a charitable or religious organization for a fixed fee or rate that is not computed on the basis of funds raised;
- the consultant does not solicit funds, assets or property, rather the consultant's activities are limited to advising or consulting for a solicitation or fundraising event in Michigan;
- the consultant must not receive or control funds, assets, or property solicited in Michigan; and
- the consultant must not employ, procure, or engage any compensated person to solicit, receive, or control funds, assets or property.

Current Contract Schedule (include on a separate sheet if necessary).

Legal Name Address MICS or EIN Dates of Contract (Beg&End) Sub

- | | | |
|---|-----|----|
| 7. Campaign Financial Statements. See CTS-10. | Yes | No |
| 8. Has the applicant or any of its officers, directors, or owners ever been enjoined from performing fundraising activities, or convicted of a crime related to the raising of funds by solicitations of the public? If yes, explain on a separate sheet. | | |
| 9. Has the applicant or any of its officers, directors, employees, or members of their immediate families received any part of the income or assets, other than a reasonable fee pursuant to a written contract, of a charitable or religious organization on whose behalf the applicant conducted the solicitation. If yes, explain on a separate sheet. | | |
| 10. Has the applicant or any of its officers, directors, managers, employees, or persons with an ownership interest made one or more payments to any individuals affiliated with a charitable or religious organization? If yes, explain on a separate sheet. | | |

CERTIFICATION:

I certify that I am an authorized representative of the applicant and that that to the best of my knowledge and belief the information provided, including all accompanying documents, is true, correct, and complete. False statements are prohibited by MCL 400.288(1)(u) and MCL 400.293(2)(c) and are punishable by civil and criminal penalties.

Type or print name:

Title:

Date:

Return to:
Department of Attorney General
Charitable Trust Section
PO Box 30214
Lansing, MI 48909

Or via [email](mailto:ct_email@michigan.gov) (ct_email@michigan.gov)

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Checklist of Items to Submit with this Application.

Incomplete applications will not be approved until **all** required information is received.

Surety Bond and Surety's Power of Attorney signed by the bonding company.

- Initial applicants must use the Uniform Professional Fund Raiser Surety bond, the template is available on our website.
- Renewal applicants with the original bond already on file with this office, must provide a CONTINUATION CERTIFICATE showing the bond is continued through June 30 of the new license year.

Initial Filers must provide articles of incorporation or other organizing documents. Include all amendments and Certificates of Assumed Name. Documents must show acceptance by the state where filed.

Schedule of Contracts. For renewal applicants, complete and submit this form.

Copies of all contracts unless already submitted. For each new contract, also complete and submit Professional Fundraiser Contract Summary sheet.

Registration of Professional Solicitor form for **each** solicitor retained to solicit contributions in Michigan.

Campaign Financial Statements for all solicitations that were concluded over the past year that you have not yet reported. If the campaign is ongoing, campaign reports are to be filed annually.

Note: if you are incorporated in a state other than Michigan, it may be necessary to acquire a Certificate of Authority to conduct affairs in Michigan from the Michigan Department of Licensing and Regulatory Affairs, Corporations Division 517-241-6470.