

Lions Clubs and the Ohio Attorney General Registration

Every Lions Club in Ohio must register itself with the Ohio Attorney General. This is now mandatory of all clubs regardless of their gross revenue. Once registration is complete, the Attorney General's office will notify each club when it needs to file any additional reports. Annual reports are based on each club's estimated gross income. This filing is mandated under sections 109 and 1716 of the Ohio Revised Code. The initial registration should be filed before engaging in any sale or donation request during the fiscal year. If annual reports are needed, they will be due on the same day as the IRS deadline of November 15th for clubs using the standard fiscal year. All federal extensions are granted.

Complete the Filing

This filing must be completed on-line. To do so, visit the Ohio Attorney General's website: www.OhioAttorneyGeneral.gov/CharitableRegistration and select "File Online." There is a "Charitable Registration User Guide" and a "List of Questions Asked" available to review before beginning. Each person who uses the online system or wants to receive automated reminders and confirmation emails must create an account. It is recommended that at least 3 people from each club have accounts to ensure multiple representatives receive important notifications.

Information Needed

The system poses questions to the organization representative and, based on the responses, determines what information is needed to ensure proper compliance. Much of the information will be financial in nature. You will also need to know the club's EIN (Employer Identification Number). The NTEE-CC is "S-80" for Community Service Organizations. If the organization has never registered before, additional documents such as: articles of incorporation, bylaws, IRS exemption letter (which is available on the Ohio Lions website) will need to be uploaded or mailed to the Attorney General's office.

Determining the Fee

The system will indicate the amount owed, if any, based on the information provided. Most organizations do not owe fees after filing because the fee schedule is based on a sliding scale. If fees are owed, the organization can pay online with a credit card or e-check transaction and receive a receipt.

More Information

For more information, contact the Attorney General's office listed below. In addition to the two sources mentioned above, an excellent publication on their website is the "Non-Profit Handbook" which explains the basics of non-profit organizations.

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