

Lions Clubs and the Ohio Attorney General

All Lions Clubs in Ohio should be registered with the Ohio Attorney General. 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. 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. The system poses questions and, based on the responses, determines what information is needed to ensure proper compliance. Much of the information will be financial in nature, so have a year-end financial report ready. 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.

Go to website: www.OhioAttorneyGeneral.gov

Click on the link towards the bottom under services: "Charitable Registration"

Click on box: "File Online". Sign in and follow the instructions.

Initial Registration

There is a "Charitable Registration User Guide" and a "List of Questions Asked" available to review before beginning. For the initial registration, you will need to know the club's EIN (Employer Identification Number). The recommended NTEE-CC code to use is "S-80" for Community Service Organizations. 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 clubs do not owe fees after filing because the fee schedule is based on a sliding scale. If fees are owed, the club 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. An excellent publication on their website is the "Non-Profit Handbook" which explains the basics of non-profit organizations.

Ohio Attorney General

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(800) 282-0515 / www.OhioAttorneyGeneral.gov