



Labyrinth, Inc.

REQUIRED DISCLOSURES FOR WRITTEN SOLICITATIONS

Many state solicitation laws require a nonprofit to include “disclosure” language and other information on all written materials sent by any method to potential donors. Such disclosures are required and must be included in all follow-up contacts, as well. The required information may include name, address and telephone number of the organization, a description of the charitable program or purpose, or if the solicited gift can be partially or totally deducted as a charitable contribution.

This collection of required “disclosures” is, for the most part, satisfied in the normal course of creating any written fundraising piece, and by adhering to the IRS rules. However, a number of states also require the charity to provide prospective donors with additional information on how they may obtain a copy of the charity’s financial filings submitted to the state. The additional disclosures are listed and modeled on page 2. Many states, such as Florida and New York, now require the charity to have these disclosures “conspicuously displayed” on any web page that has a mailing address where contributions may be sent, a telephone number the donor may call to make a contribution, or that provides online processing of contributions.

A few oddities and special display requirements are listed below:

Florida and New Jersey state that their notice must contain their exact wording (IN CAPITAL LETTERS). Florida must include the charity’s registration number.

Georgia requires a disclosure stating where to obtain a “full and fair” description of charitable program.

Maryland requires that the words "For the cost of postage and copies" be inserted in the paragraph concerning the availability of the financial statement from the Secretary of State.

Mississippi and Pennsylvania have notices which the charity "shall conspicuously state verbatim."

New York requires a statement of where to obtain a copy of charity’s annual report and must be placed conspicuously with a print no smaller than 10-point bold face type.

North Carolina The required verbatim statement should be "made conspicuous by use of one or more of the following: underlining, a border, or bold type." Their notice must be in a minimum of 9-point type.

Virginia requires all nonprofits to include a disclosure stating that financial statements for the last fiscal year are available from the State Division of Consumer Affairs.

West Virginia was the first state requiring a disclosure paragraph but now only require the words “a summary...”

Rev. 3/1/2017

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We Help You Through the Maze of State Registrations



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If you are registered and soliciting nationwide, the following model should be a sufficient guide to the required disclosure notices.

A copy of the latest financial report, registration filed by this organization, and a description of our programs and activities may be obtained by contacting us at: P.O. Box 3222, Wichita, KS 67201, 316.425.3215. Trust Women Foundation was formed in Kansas. If you are a resident of one of the following states, you may obtain financial information directly from the state agency:

Florida: A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE, WITHIN THE STATE, 1-800-435-7352 (800-HELP-FLA), OR VISITING www.800helpfla.com. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. Florida Registration #CH40658.

Georgia: A full and fair description of our programs and our financial statement summary is available upon request at our office and phone number indicated above.

Maryland: For the cost of copies and postage, from the Office of the Secretary of State, State House, Annapolis, MD 21401.

Mississippi: The official registration and financial information of Trust Women Foundation may be obtained from the Mississippi Secretary of State's office by calling 1-888-236-6167. Registration by the Secretary of State does not imply endorsement.

New Jersey: INFORMATION FILED WITH THE ATTORNEY GENERAL CONCERNING THIS CHARITABLE SOLICITATION AND THE PERCENTAGE OF CONTRIBUTIONS RECEIVED BY THE CHARITY DURING THE LAST REPORTING PERIOD THAT WERE DEDICATED TO THE CHARITABLE PURPOSE MAY BE OBTAINED FROM THE ATTORNEY GENERAL OF THE STATE OF NEW JERSEY BY CALLING 973-504-6215 AND IS AVAILABLE ON THE INTERNET AT: <http://www.state.nj.us/lps/ca/charfrm.htm>. REGISTRATION WITH THE ATTORNEY GENERAL DOES NOT IMPLY ENDORSEMENT.

New York: **Attorney General Charities Bureau, 120 Broadway, 3rd Floor, New York, NY 10271.**

North Carolina: Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-807-2214. This is not an endorsement by the state.

Pennsylvania: The official registration and financial information of Trust Women Foundation may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

Virginia: State Division of Consumer Affairs, Department of Agricultural and Consumer Services, PO Box 1163, Richmond, VA 23218.

Washington: Secretary of State at 1-800-332-4483 or <http://www.sos.wa.gov/charities/>.

West Virginia: West Virginia residents may obtain a summary of the registration and financial documents from the Secretary of State, State Capitol, Charleston, WV 25305. Registration does not imply endorsement.

REGISTRATION WITH A STATE AGENCY DOES NOT CONSTITUTE OR IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THAT STATE.

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