



State of Wisconsin
Department of Financial Institutions

Scott Walker, **Governor**

Peter Bildsten, **Secretary**

April 9, 2014

TO: All Wisconsin Charitable Organization Registrants

The purpose of this letter is to provide you with important information regarding your Wisconsin charitable organization registration. We ask that you review this letter closely and share it with anyone inside or outside of your organization who might benefit from understanding its contents. This includes accountants or attorneys who assist you in meeting various filing requirements.

Transfer of Regulatory Authority

As you know, on November 1, 2013, the regulation of charitable organizations was transferred from the Department of Safety and Professional Services (“DSPS”) to the Department of Financial Institutions (“DFI”), and the statutes affecting charitable organizations were moved from Chapter 440 to Chapter 202 of the Wisconsin Statutes. If you have not already done so, please start using DFI forms and sending your charitable organization documents to DFI at PO Box 7876, Madison, WI, 53707-7876. DFI Charitable Organization forms can be obtained from DFI’s website, www.wdfi.org, by clicking on the “Charitable Organization” button and then clicking on “Forms.”

What is DFI?

DFI regulates the participants in many different industries, including state-chartered banks, credit unions, and securities. The regulation of charitable organizations is within DFI’s Division of Banking (“DOB”). Those of you who register your corporation or company in Wisconsin might recognize DFI as the agency that handles corporate filings. Note that corporate filings are handled by the Division of Corporate and Consumer Services, a division separate from the DOB.

Please visit DFI’s website at www.wdfi.org to learn more about DFI, access updated forms, conduct registration searches, link to applicable statutes, and see answers to Frequently Asked Questions (“FAQs”). We ask that a representative from each charitable organization review its electronic file from the DFI website to ensure all of the contact information, including email address, is up-to-date and accurate. You can access your organization’s electronic file by clicking on the “Charitable Organizations” button and selecting “Name & Address Change.” You will need your organization’s credential number and PIN to make changes to the file. You can use the same credential number and PIN that DSPS issued to your organization. To ensure that renewal information is sent to the accurate address, all necessary changes to contact information should be made by April 30, 2014.

Renewals – Be Aware the Process Has Changed

All charitable organization credentials will expire on August 1st of each year. On or around June 1, 2014, DOB will send renewal reminder notices, by mail and email, to all charitable organizations that hold an active registration in Wisconsin. In order to renew, a charitable organization must logon to DFI’s website between June 2, 2014 and August 1, 2014, complete the online renewal application, and pay the annual \$54 renewal fee. If an organization’s online renewal is completed between

Division of Banking

Mail: PO Box 7876 Madison, WI 53707-7876

Voice: (608) 261-7578

Fax: (608) 267-6889

Courier: 201 W. Washington Ave. Suite 500, Madison, WI 53703

TTY: (608) 266-8818

Internet: www.wdfi.org

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August 2, 2014 and September 30, 2014, the organization will be assessed a late fee of \$25. **It is very important to note that the 2014 renewal period closes on September 30, 2014. If your organization has not completed its online renewal by that date, its credential will expire and it will be required to apply as a new applicant if it wishes to continue soliciting contributions in Wisconsin or having contributions solicited in Wisconsin on its behalf.** Note also that a charitable organization may not solicit contributions in Wisconsin or have contributions solicited in Wisconsin on its behalf unless its charitable organization credential is in an "Active" status. An organization can determine if its credential is in an active status by visiting the DFI's website, www.wdfi.org, clicking on the "Charitable Organizations" button and then clicking on "Search Registrants."

Annual Reports

In addition to renewing its registration each year, every charitable organization must submit an annual report to the DOB. Be aware that this required filing is different from the annual report you may file with the DFI's Division of Corporate and Consumer Services to meet the requirements of maintaining your non-stock corporation status.

The type of annual report you must file with the DOB depends upon the level of contributions your organization received during its previous fiscal year. Please review the "Charitable Organization Annual Report FAQs" portion of DFI's website for additional information regarding which requirements apply to your charitable organization.

All annual reports must be received by the DOB within 9 months after the charitable organization's fiscal year end. Unlike the IRS, the DOB is unable to give authorization for that due date to be extended.

Again, all necessary forms, links to statutes, and answers to FAQs can be found at www.wdfi.org. Please visit our website within the next several days to review your electronic file and make any necessary updates to the contact information.

If you have questions regarding any of the matters noted above, you may contact us at 608-267-1711.

Sincerely,

The Licensed Financial Services Staff
Division of Banking