

# Summary of Disclosure Requirements on Solicitations and Acknowledgments

This document was developed by PANO as a summary of the key points in the Standards for Excellence  
“Openness – Disclose It” Educational Resource Packet

	<b>SOLICITATIONS</b>	<b>ACKNOWLEDGMENTS</b>
<b>State</b>	<p><u>If registered with the BCCO<sup>1</sup>:</u>  <i>“The official registration and financial information of (Name of Nonprofit Organization) may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.”</i> (Note the BCCO requires this on the solicitation <b>OR</b> the acknowledgement. Standards for Excellence asks that it be on both.)</p> <p><i>Note: If registered in other states organizations must follow the laws of those states for disclosures.</i></p>	<p>If the following is not on the solicitation it must be on the acknowledgement.</p> <p><u>If registered with the BCCO:</u>  <i>“The official registration and financial information of (Name of Nonprofit Organization) may be obtained from the Pennsylvania Department of State by calling toll free within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.”</i></p> <p><i>Note: If registered in other states organizations must follow the laws of those states for disclosures.</i></p>
<b>Federal</b>	<p><b>The following must be on the solicitation or the acknowledgement.</b>  <u>For solicitations in which goods or services will be received if the ticket price is \$75 or greater:</u>            Example: The ticket price for the event is \$150. For tax purposes, only \$100 is tax-deductible as permitted by law. The balance of \$50 represents the fair market value of the food and entertainment for the event. (Note the IRS requires this on the solicitation <b>OR</b> the acknowledgement. Standards for Excellence asks that it be on both.)</p> <p><i>(Recommended not required)</i> “ABC Nonprofit is a 501(c)(3) nonprofit organization – contributions to which are tax deductible to the fullest extent permitted by law.”</p>	<p><u>For cash contribution for which no goods or services were received:</u> “No goods or services were received in exchange for this contribution.”</p> <p><b>The following must be on the solicitation or the acknowledgement.</b></p> <p><u>For gifts in which something is received:</u>            The ticket price for the event is \$150. For tax purposes, only \$100 is tax-deductible as permitted by law. The balance of \$50 represents the fair market value of the food and entertainment for the event. (If this is not on the solicitation it must be on the acknowledgement.)</p> <p><u>For gifts in kind:</u>            Do not list value of gifts contributed items. Include above statement.</p> <p><i>(Recommended not required)</i> “ABC Nonprofit is a 501(c) (3) nonprofit organization – contributions to which are tax deductible to the fullest extent permitted by law.”</p>

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<sup>1</sup> The Bureau of Charitable Organizations has merged with the Corporations Bureau and is now named the Bureau of Corporations and Charitable Organizations.