

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

	SOLICITATIONS	ACKNOWLEDGMENTS
State	<p><u>If registered with the BCCO¹:</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 OR 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>
Federal	<p>The following must be on the solicitation or the acknowledgement. <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 OR 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>The following must be on the solicitation or the acknowledgement.</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>

This document is shared with permission of the Pennsylvania Association of Nonprofit Organizations.

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