
Form FTB 3500 Procedural Checklist

This checklist is designed to help the organization prepare its exemption application. It is not an inclusive list of all required information on the application. If the organization does not provide all required information, additional correspondence will be necessary. This will delay the determination of exempt status or result in denial of the application. Retain a copy of the completed form FTB 3500 and all attachments for the organization's permanent records.

Attach a copy of this checklist with the completed form FTB 3500.

1. Has the organization:

Completed General Questions Side 1 through Side 8?
Attach a statement if the organization needs more space to answer to any question.

2. Has the organization provided detailed financial information? (check one)

Completed Part III, Receipts and Expenses Statement and Balance Sheet showing income and expenses from all sources.
 Attached similar statements showing income and expenses from all sources.
 Attached the last three years of federal 990 series information returns.
 990N e-Postcard filers: Completed Part III, or attached similar statement.

3. Check the Specific Section that the organization completed. Complete only one section.

<input type="checkbox"/> Section A	<input type="checkbox"/> Section G	<input type="checkbox"/> Section U
<input type="checkbox"/> Section B	<input type="checkbox"/> Section H	<input type="checkbox"/> Section V
<input type="checkbox"/> Section C	<input type="checkbox"/> Section I	<input type="checkbox"/> Section W
<input type="checkbox"/> Section D*	<input type="checkbox"/> Section L	<input type="checkbox"/> Section X
<input type="checkbox"/> Section E	<input type="checkbox"/> Section N	<input type="checkbox"/> Section Y
<input type="checkbox"/> Section F*	<input type="checkbox"/> Section T	<input type="checkbox"/> Section Z

*If Section D or F is completed, and if the organization is a church, hospital, or credit counseling organization, check the schedule completed:

Schedule A Schedule B Schedule C

4. Has the organization attached the following documents?

California corporation:

Articles of incorporation and any amendments
 Bylaws or other code of regulations

Foreign corporation, qualified through the California SOS:

Statement and Designation by Foreign Corporation
 Articles of incorporation from the state of incorporation
 Bylaws or other code of regulations
 Federal exemption determination letter

Foreign corporation, not qualified through the California SOS:

Letter of Good Standing from the state of incorporation
 Articles of incorporation from the state of incorporation
 Bylaws or other code of regulations
 Federal exemption determination letter

Unincorporated association:

Constitution, articles of association, or similar document
 Bylaws

Trust:

Trust instrument and any amendments
 Federal exemption determination letter

Limited Liability Company (LLC), registered in California:

Articles of organization (LLC-1)
 Operating agreement

Foreign LLC registered in California:

Application to Register (LLC-5)
 Articles of Organization from the state of incorporation
 Operating agreement

5. Did the organization include:

\$25 application fee? Make checks payable to the "Franchise Tax Board."
 The original signature of an officer or authorized representative of the organization?

6. Mail form FTB 3500 with all supporting documents to:

FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0501