



## **Instructions for Completing the Registration Withdrawal Form**

An authorized officer for a charitable organization, professional fundraising consultant, or paid solicitor may withdraw its registration. Upon approving such a request, the Secretary of State will list the registration status as withdrawn.

A charitable organization **may withdraw its registration if it is no longer soliciting in North Carolina and after it files a financial report for the immediate preceding fiscal year** that it was subject to the North Carolina Solicitations of Contributions Act ("NCSCA"), unless it is a newly-formed charitable organization.

A newly-formed charitable organization may withdraw its registration unconditionally if it determines that it registered by mistake.

A paid solicitor may withdraw its registration after the paid solicitor submit a solicitation campaign financial report for every solicitation campaign conducted by the paid solicitor for the immediate preceding fiscal year in which it was subject to the NCSCA.

A professional fundraising consultant may withdraw its registration after the professional fundraising consultant submits every contract or agreement between a fund raising consultant and a charitable organization or sponsor for the immediate preceding fiscal year in which it was subject to the NCSCA.

A charitable organization that is terminating may withdraw its registration after submitting financials for the immediate preceding fiscal year up to the date of dissolution or termination. Include a copy of the dissolution.

An organization that incurs a late fee for failure to file a document on time must pay the outstanding late fee before the withdrawal process can be completed.

An organization that will continue to solicit for charitable donations, you may renew your license and pay your late fee to the Department pursuant to N.C.G.S. Chapter 131F-8(d) within the next thirty (30) days. For your convenience, you may register for an account and submit a renewal application using the on-line filing portal at: [https://sosnc.gov/divisions/charities/online\\_filing](https://sosnc.gov/divisions/charities/online_filing).

An organization needs to register in North Carolina if it targets persons physically located in North Carolina for solicitations or receives contributions from North Carolina residents on a repeated and ongoing basis. An entity receives contributions on a repeated and ongoing basis if it receives at least **50 online contributions** during a fiscal year.

*"Fiscal Year-End of Last Approved Filing"* refers to the end of the reporting period listed on the most recent registration, amendment, or renewal document approved by our office. You can confirm this in the organization's history on the Secretary of State's website at [https://sosnc.gov/online\\_services/search/by\\_title/\\_charities](https://sosnc.gov/online_services/search/by_title/_charities). For paid solicitors and professional fundraising consultants, this refers to the date the current registration expires or expired, which you can find on the organization's Charitable Solicitation License.