

State of California
NONPROFIT RECOGNITION APPLICATION
(for Prompt Payment Benefits) (Rev 01/2010)

Return completed application and required documentation to:

Office of Small Business & DVBE Services (OSDS)
 707 Third St., 1st Floor, Room 1-400, MS 210
 West Sacramento, CA 95605
www.pd.dgs.ca.gov/smbus • (916) 375-4940

For State Use Only
Reviewed by
Approval Date
OSDS Reference Number
NP-

Date Stamp

PROGRAM DESCRIPTION AND SUBMISSION REQUIREMENTS

Nonprofit organizations are eligible to participate in the Prompt Payment Program as set forth in California Government Code, Title 1, 927 et seq. The Prompt Payment Act encourages expeditious invoice payment to recognized nonprofit organizations. Although nonprofit organizations are not eligible for small business and/or disabled veteran business enterprise certification, the Office of Small Business & DVBE Services recognizes nonprofit organizations for Prompt Payment Program eligibility. Once recognized, your organization will receive a recognition letter and a request form for a Prompt Payment Rubber Stamp.

1. FEDERAL EMPLOYER ID. NUMBER (FEIN)	2. BUSINESS TELEPHONE NUMBER ()
3. DOING BUSINESS AS (DBA) NAME	4. BUSINESS FAX NUMBER ()
5. COMPLETE MAILING ADDRESS (Street Address or P.O. Box)	6. E-MAIL ADDRESS
7. PRINCIPAL OFFICE (Complete Physical Address)	8. HOMEPAGE
9. CONTACT PERSON	10. TITLE
11. TELEPHONE NUMBER	
12. CONTACT PERSON ADDRESS (Street Address or P.O. Box)	

13. Original Signature of Nonprofit Representative

Any person willfully providing false information is subject to serious penalties. The signatory of this document must be the applicant firm's owner and/or officer and certify that he/she has read and understands the foregoing statement and that all information provided herein is accurate and truthful. *I declare under the penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

ORIGINAL SIGNATURE (Required)	TITLE
PRINTED NAME	DATE

For recognition as a Nonprofit Organization, submit the following:

- A completed "Nonprofit Recognition Application"
- The entire signed Form 990 "Return of Organization Exempt from Income Tax" for the most recently completed tax year.

If the nonprofit organization was established less than one year ago and has not yet filed Form 990 submit:

- A completed "Nonprofit Recognition Application"
- The nonprofit's Articles of Incorporation as filed with the California Secretary of State's Office.

Pursuant to the Federal Privacy Act (P.L. 93-579) of 1974 and the Information Practices Act (IPA) of 1977 (Civil code Sections 1798, et. Seq.), notice is hereby given for the request of personal information by this Application. The requested personal information is Mandatory. The principal purpose of the mandatory information is to determine eligibility for recognition as a Nonprofit Organization. The failure to provide all or any part of the requested information may delay processing of this Application. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to the appropriate IPA Officer in the Department of General Services.