

## **Instructions for Registration Paid Solicitor Annual Registration – Paper Filing**

*These instructions are for filing paper Paid Solicitor Annual Registration forms with the Department of Law. There are separate instructions for paid solicitors that are filing annual registration forms online.*

- Paid Solicitor Annual Registration forms are public documents that will be made available for public review.
- Under AS 45.68.010(g), it is unlawful to knowingly provide false statements in a registration form.

### **How do I register using a paper registration form?**

- Complete and submit the Alaska Paid Solicitor Annual Registration form to the Department of Law with payment of the \$200 registration fee. Make checks for registration fees payable to the “State of Alaska,” you can also pay by credit card by filling out the Credit Card Payment Form available on the Department’s website.
- Your registration is complete when the Department of Law mails you a letter notifying you that your registration is complete. Your registration information will also appear on the Department’s website when your registration is complete.
- If you submit a registration form that is not complete, you will receive a written request for the missing information.
- The Department of Law may not accept a registration form that is incomplete, not signed, not legible, or contains material misrepresentations or false information.

### **Do I use the same form for a new registration and a registration renewal?**

- Yes. The Paid Solicitor Annual Registration form can be used for either an initial (new) registration, or to renew an existing registration.

### **What is the registration deadline?**

- All Alaska registrations expire on September 1 each year regardless of the date the registration form is filed. To keep your registration from lapsing, you will need to renew your registration by filing an annual registration form by September 1.
- Paid Solicitors that file a registration form after September 1 will be registered effective the date their registration is complete.

### **How do I fill out the registration form?**

- See the Line by Line Instructions for completing the registration form below.

**Does the Department of Law grant extensions of the registration deadline?**

- No, the Department of Law cannot grant extensions of the registration deadline.

**Does the Department of Law charge late fees?**

- No, the Department does not charge late fees for registration forms submitted after September 1.

**How do I withdraw a registration?**

- Send a written request to withdraw a registration to the Alaska Department of Law by one of the following:
  - By mail: 1031 W. 4<sup>th</sup> Ave, Suite 200, Anchorage, AK 99501
  - Or, by email: [lawcharities@alaska.gov](mailto:lawcharities@alaska.gov)
- Include the paid solicitor's name, federal tax ID number (FEIN), and mailing address.

## **Line by Line Instructions**

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#### **Initial Registration or Renewal**

- If the paid solicitor is registering with the Department of Law for the first time, select “initial registration.”
- If the paid solicitor is renewing an existing registration, or has registered in a prior year, select “registration renewal.”

#### **Registration Contact Information**

- Enter the name, title, company and contact information of the person the Department can contact about the paid solicitor’s registration.
- If you are a paid preparer or third party preparer that is submitting a registration form on behalf of a paid solicitor, enter your contact information here.

#### **General Information**

1. Enter the paid solicitor’s legal name, and all other names the paid solicitor is identified or known as. Include any DBAs and distinctive names the paid solicitors uses to solicit donations.
2. Enter the paid solicitor’s nine-digit Federal EIN (FEIN) or Tax ID Number.
3. (A) Enter the paid solicitor’s mailing address.  
(B) Enter the paid solicitor’s location address if different than the mailing address, leave blank if the location address is the same as the mailing address.  
(C) Enter any additional Alaska addresses the paid solicitor uses to solicit donations.
4. Enter the organization’s telephone number, email address, and website URL. If the organization does not have an email address or website, leave blank.

#### **Organization**

5. Select the paid solicitor’s business entity type as it exists under the laws of the state where it was established. If you select other, enter the entity type in the space provided. Enter the state where the entity was established, and the year it was established.

## **Officials and Responsible Individuals**

6. (A) Attach a separate sheet to the registration form with the names, titles, and addresses of the paid solicitor's officials including owners, officers, directors, partners, members, and the executive director (or individual with equivalent position).  
(B) Enter the name, address, telephone number, and email address of the individual (either an employee or officer) who is responsible for the paid solicitor's activities in Alaska.

## **Solicitation Methods**

7. Select all of the methods the paid solicitor uses to solicit contributions. If you select "other" please enter a short description of the solicitation method in the space provided. You can select more than one solicitation method.

## **State Registration**

8. (A) Select "**Yes**" if the paid solicitor has registered to solicit contributions in any other state(s), and enter the list of states in the space provided. Only enter states where registration is complete. You can attach an extra sheet of paper to your registration if you need more space to respond.  
(B) Select "**Yes**" if the paid solicitor has been enjoined or prohibited by any government agency or court in any jurisdiction from soliciting charitable contributions, and provide an explanation. You can attach an extra sheet of paper to your registration if you need more space to respond.
  - "*Jurisdiction*" means federal, state, county, city/municipal, or other government agency or court (specify which, and the location).
  - "*Enjoined or otherwise prohibited*" means prohibited by a court order, administrative order, cease and desist order, assurance of voluntary compliance, assurance of discontinuance, formal settlement agreement, consent decree, consent judgment, or other similar agreement or order.

## **Convictions**

9. Select "**Yes**" if the paid solicitor or any of its owners, officers, directors, or principal employees has ever been convicted of a crime involving charitable solicitations in any jurisdiction, and provide an explanation.
  - The explanation should include the individual's first name, last name, title, type of court (county, state, federal, municipal), location of the court, the nature of the offense, and the date of the conviction/disposition.
  - "*Jurisdiction*" means federal, state, county, or city/municipality.

### **Paid Solicitor Surety Bond**

10. Paid solicitors are required to obtain a State of Alaska Paid Solicitor Surety Bond in order to register in Alaska. For this section, follow the instructions on the Paid Solicitor Annual Registration form.

### **Contracts with Charitable Organizations**

11. Paid solicitors are required to submit copies of their contracts with charitable organizations. For this section, follow the instructions on the Paid Solicitor Annual Registration form.

### **Signature**

The registration form can be signed by either the paid solicitor (if an individual), or an authorized owner, officer, director, or employee of the paid solicitor (if an organization). The signature does not have to be notarized.