**10 Steps to Register and Organize a Church Plant**

1. Contact the District Office to inform the DS of your new start and get approval of the new church name (***Manual*** 100)
2. Register your church plant at [www.usacanadaregion.org](http://www.usacanadaregion.org)
   1. Under “Districts” go to…
   2. Register a Church Form (fill out the form)
   3. Submit
3. Apply for Employer Identification Number (EIN)

Every nonprofit organization must have an EIN for the purpose of reporting income and taxes that have been withheld from employees of the church. Most banks require this number.

* 1. Go to [www.irs.gov/businesses](http://www.irs.gov/businesses)
  2. Begin application (Apply online now)
  3. View additional types (continue)
  4. Church (continue)
  5. Banking purposes
  6. Individual
  7. First, Last Name, SS number
  8. I am duly authorized
  9. Addresses
  10. Finish the application

1. Request Federal Tax Exempt Status with the General Church. You will receive a letter from the General Secretary stating the church plant is covered under the blanket 501C3 tax exempt status.
   1. Email these items to Elizabeth Kuhns at [ekuhns@nazarene.org](mailto:ekuhns@nazarene.org)
      1. EIN
      2. Name of NewStart (be sure “Church of the Nazarene” is a part of the legal name)
      3. Address of NewStart
2. Open Bank Accounts
   1. Most banks require a copy of the minutes designating check signers on your letterhead stationary (two signatures per check is better)
   2. EIN
   3. Letter from General church granting a 501c3 status
   4. Be sure “Church of the Nazarene” is a part of the legal name.
   5. If the bank asks for the sponsoring district’s EIN call your district office
3. Apply for State Tax Exemption (Form 1746)
4. Incorporation with the State can be submitted to your respective Secretary of State (For a NonProfit Corporation)
5. Contact the DS and set a date when you are ready to organize the church and take in your new charter members.
6. Please forward all documents to keep on file at the district office.
7. After the organizational service, fill out the “Church Organization Form” online at <http://usacanadaregion.org/church-organization-form>. You will want to contact the general secretary’s office to have designated whether the new church is still to be listed as a PAC or whether it will be its own organization.