

REGISTRATION FORM

- This form must be completed and notarized. Each page requires your initials and/or signature.
- **Notify us if you can't complete filing your DBA and sending this Registration Form to us within one month after receiving approval of your application.** We can extend your registration period but without notification we will assume that you decided to cancel your application.
- Your annual fee must be submitted with this form. This year's fee is 2% of your project's estimated income for the remainder of this calendar year. If your income is less than \$2,500 you will pay our minimum fee of \$50. For future years your annual fee is based on your project's income during the PRIOR year.
- We will open a bank checking account on behalf of your project and will send you authorization to access your account. A check for \$100 to serve as your opening deposit must be included with your registration. Your deposit will be available as soon as the account is opened. We do not charge any fee for this service.

Checklist for completion of project registration:

Mail all of the following to:

The Seeds Project, c/o Lucy Greene, 1178 Copper Peak Lane, San Jose, CA 95120

- Two checks, one for the current year's annual fee and one for the initial deposit for your bank account. Make checks payable to "The Seeds Project" and write your project's name in the bottom left corner of each check.
- This Registration Form - initialed, signed and notarized.
- Either mail a copy of your DBA filing, or to speed your registration process scan it to make a digital copy and then email it to Banking@seedsprojectnonprofits.com.

E-mail the quizzes to: Quizzes@SeedsProjectNonprofits.com

- A completed copy of the IRS Compliance Quiz
- A completed copy of the Accounting Quiz

Project Contact Information

Name of this Seed Project _____

Name of Project Facilitator _____

Address _____

E-Mail _____

Telephone _____ Website address if applicable _____

Bank Account Signatory Information

- Check this box if you will have more than one person signing checks for your account. Please attach an addition page with the following information for any additional signatories.

Name of Primary Signatory _____

Home Address _____

E-Mail _____

Telephone _____

Bank Information

You will be able to manage your bank account online and do not need to be near a branch of the bank we use. We will open an account for your project at Bank of America (BofA) unless your signatory cannot travel to a BofA branch to sign a signatory card. We will not use a different bank if BofA has a branch within an hour drive of your signatory's location.

Can your signatory travel to a branch of Bank of America to sign the card? Yes No

If you answered "No", can your signatory travel to a branch of Wells Fargo Bank? Yes No

If neither of these banks have branches within one hour drive of your location, please email us BEFORE mailing this registration. Include in your email the names of national or international banks that have branches in your area. Banks vary in their rules and we need to be sure we can open your account with one of them.

Requirements to maintain active status as a Seed Project

By signing this document you are indicating that you read, understand and agree to all of the following requirements and guidance.

IRS Compliance Requirements

Any violation of the legal or tax codes pertaining to non profit corporations will result in immediate termination of your project. The following are a few examples of such violations.

- 1. Any profit making activity that has not received prior approval by the Board.
- 2. Any political activity or any attempt to influence legislation.
- 3. Any illegal activity.

These examples are not a complete list of all violations. Please see the current IRS Section 501 (c)(3) for a complete list of legal requirements.

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Initial and Date

Paying for Labor or Services, or Paying Rents or Royalties

- 1. Anyone to whom your project pays \$600 or more for labor, services or rents - even if they are an independent contractor - may need special forms filed for the IRS. We will file (or help you to file) W-2 forms for your "employee" and 1099 forms for your "independent contractor".
- 2. You need to determine which category is appropriate by studying the definition at www.irs.gov. You can also read a summary of this on our website under "Accounting".
- 3. We are legally required to have W-9's or W-4's on file for workers as they are hired. You must notify us as soon as you anticipate paying anyone as an independent contractor or an employee. You can find the appropriate form to send us on our website.
- 4. If the person qualifies as an employee, we are required to withhold taxes and your project must enroll in our payroll program. If you will be paying an employee, complete a W-4 immediately and forward it to us with your payroll enrollment request.
- 5. Notify us immediately if your project pays any royalties.

Does your project intend to have employees now or in the near future? Yes No

We understand that we must notify you as soon as we plan to pay any individual pay anyone \$600 or more, unless we are certain they are not an “employee” or “independent contractor” as defined by the IRS. We understand that notification needs to occur PRIOR to making the payment. We also understand that we must enroll in the employee payroll plan BEFORE hiring any employee.

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Charging for Services or Selling products

The following is a summary of information you can review at www.irs.gov and at “Accounting” on our website.

1. BEFORE charging for any service or selling products a project must send an application for approval of the activity to Accounting@SeedsProjectNonprofits.com.
2. For service fees the application must include a description of the service, how it serves their nonprofit purpose, and what amount will be charged for it. The fee must be reasonable fair market value. If the service is performed only by volunteers then the service income may qualify as fund raising and may not need to relate directly to the nonprofit purpose.
3. For selling products the application must include a description of the types of products, how the products relate to their nonprofit purpose, and a statement that the prices will be reasonable fair market value for the items. If all sales work is performed by volunteers then the sales income may qualify as fund raising and may not need to relate directly to the nonprofit purpose.
4. Accounting@SeedsProjectNonprofits.com will send the project a notice our approval or rejection of their request.
5. If they receive our approval the project can begin charging for those services or selling those products.
6. Projects receiving revenue from sales or services must report this income at least quarterly by submitting their accounting to Accounting@SeedsProjectNonprofits.com
7. Projects must submit a request and receive our approval BEFORE they make any changes to the services they provide or the fees charged, or any substantial change in the type of products they sell.

Does your project intend to have charge for services or sell products? Yes No

We understand that we cannot charge for services or sell anything without prior approval from the Board of Directors.

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Reporting and Annual Fee Requirements

1. All reports and records must be emailed to us at AnnualReport@SeedsProjectNonprofits.com.
2. No later than January 31st of each year, you will submit a report describing your project’s activities.
3. No later than January 31st of each year, you will submit copies of your project’s accounting for all income and all expenditures and send to Accounting@SeedsProjectNonprofits.com.
3. No later than January 31st of each year, you will submit an Annual Fee by check payable to The Seeds Project. Our current fee schedule is included later in this document. Fees are subject to revision. This fee must be mailed to: Lucy Greene, Seeds Project President, 1178 Copper Peak Lane, San Jose, CA 95120

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The following are additional requirements and guidance for your project.

1. Donations valued at \$1,000 or more require a receipt sent from The Seeds Project. Your project cannot send receipts for these donations. However we suggest that you send a letter of thanks to these donors.
2. Non cash donations (residential property, vehicles, stocks, etc.) with values in excess of \$5,000 cannot be accepted without approval by The Seeds Project Board of Directors.
2. The Seeds Project does not cover you for any liability. Your project is responsible for any liability it incurs. We encourage you carry liability insurance on your project. In a few cases we will insist you carry liability insurance.

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ANNUAL FEE SCHEDULE

The fee schedule is based on your project’s annual income for the prior year. For example, if your income in 2010 is \$5,000 that is what determines your annual fee due by January 31st, 2011. You will finish your accounting for the year and know what your fee will be for the current year. You will be notified in our annual letter in the rare event that our costs require any increase in your fees.

PLEASE NOTE: We strive to keep our fees at a minimum. We appreciate additional donations from you to support our services!

Project’s Annual Income	Annual Fee
Up to \$2,500	\$50
Over \$2,500	2% of prior year’s income

I/we have read the requirements listed on all pages of this document and in the IRS Section 501 (c)(3) Non profit Requirements. I/we understand the requirements to maintain our nonprofit status and agree to abide within these current and all future IRS requirements. I/we understand that it is my/our responsibility to inquire of the IRS to be informed of any and all changes. I/we understand that violation of any IRS requirements for maintaining nonprofit status immediately and automatically voids my/our project’s relationship to The Seeds Project and does not have nonprofit status. I/we understand that I/we am/are entirely responsible for any liability incurred by the Seeds Project as a direct or indirect result of my/our violation of IRS requirements.

I agree to the above requirements to keep my project active. By my signature I indicate that I have read and that I accept all of the following terms for membership as a Seeds Project.

_____ Signature	_____ Date	_____ Signature	_____ Date
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Subscribed and sworn to before me this _____ date of _____, 20__

Notary Public for the State of _____
My commission expires _____