



September 13, 2022

New York Charities Bureau Requires Online Filing as of September 19, 2022

The New York Charities Bureau (the “Bureau”) has announced that, beginning September 19, 2022, New York charitable organizations must submit their CHAR 500 annual filings through an [online application](#) on the Bureau’s website.¹ The online application provides payment processing and allows for e-signing. In addition, the Bureau anticipates that the new filing process will reduce review time, allow for faster posting of filings to the Bureau’s online registry, and reduce user filing error through a guided application system.

How to File through the New Online Application

To access the new online filing system, you must have an online account with the Charities Bureau. If you do not have one yet, you can create one [here](#).

Once you have an online Charities Bureau account, you can make online filings [here](#). The online application guides users through a multi-step filing process, with various forms and questions. Much like popular consumer form filing platforms such as TurboTax, the application customizes in real time depending on how the user responds to questions in prior steps. For example, if a user answers that they are using a third-party preparer, the application will automatically direct the user to additional forms for filling out the preparer’s information.

Helpful Resources

The Bureau provides a useful [3-minute video](#) with an overview and instructions for using the online application. In addition, the Bureau also provides an optional “[Annual Filing Checklist](#)” tool, which asks users to answer a series of questions in order to create a tailored list of information required for the organization’s annual filing. Specific questions about the filing process can be made directly to the Bureau by phone (212-416-8401) or by email (Charities.AnnualFiling@ag.ny.gov).

For general information on required annual filings and ongoing obligations for NY charitable organizations (including CHAR 500), see Lawyers Alliance Legal Alert: [“You’re a Nonprofit, Now What? Ongoing Compliance Obligations for New York 501\(c\)\(3\) Nonprofit Corporations.”](#)

This alert is meant to provide general information only, not legal advice. Please contact Laura Abel at label@lawyersalliance.org or visit our website www.lawyersalliance.org for further information or with specific questions. For his assistance in preparing this Legal Alert, Lawyers Alliance would like to thank Nick Aquino, a Legal Fellow working with Lawyers Alliance through NYU School of Law’s National Center on Philanthropy and the Law.

¹ The new e-filing system is only available for filings concerning fiscal year 2019 and later. If your organization is filing for a fiscal year prior to 2019, the Bureau requires filing with Form990.org or using the printable PDF CHAR 500 forms located [here](#). See the Bureau’s [website](#) for more details.

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