Introducing

## The Illinois Attorney General's Office

Charitable Trust Bureau

Online Filing System

# An easy, secure way for charitable organizations to fulfill their filing requirements in compliance with Illinois law:

- System-guided forms
- Check status of AG filing/review
- Online signatures
- Online payment

- Make requests for extension of time
- Check organization status
- Generate Letters of Good Standing
- Correspondence by email

## Who can file?

#### My Filings Dashboard



Hi, Kristin, to get started click on "Begin a New Filing" below.

Documents submitted as part of your filing will be publicly accessible through our Charitable Trust Filing Database. Only documents required for your filing should be submitted.

Open Filings Completed Filings Begin a New Filing

#### Charitable Organizations:



#### Commercial Co-Ventures:



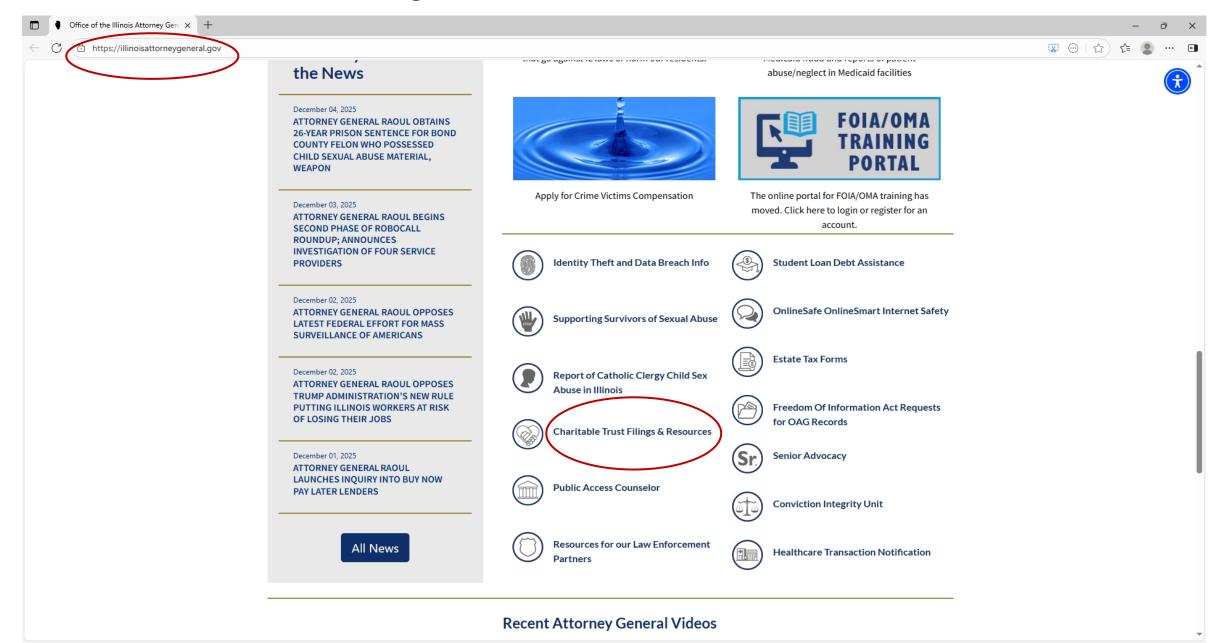
More online forms will be coming to the Charitable Trust Filing System soon. In the meantime, you can continue to file other forms with our office using the following downloadable PDF forms:

Download PDFs of forms for charitable organizations

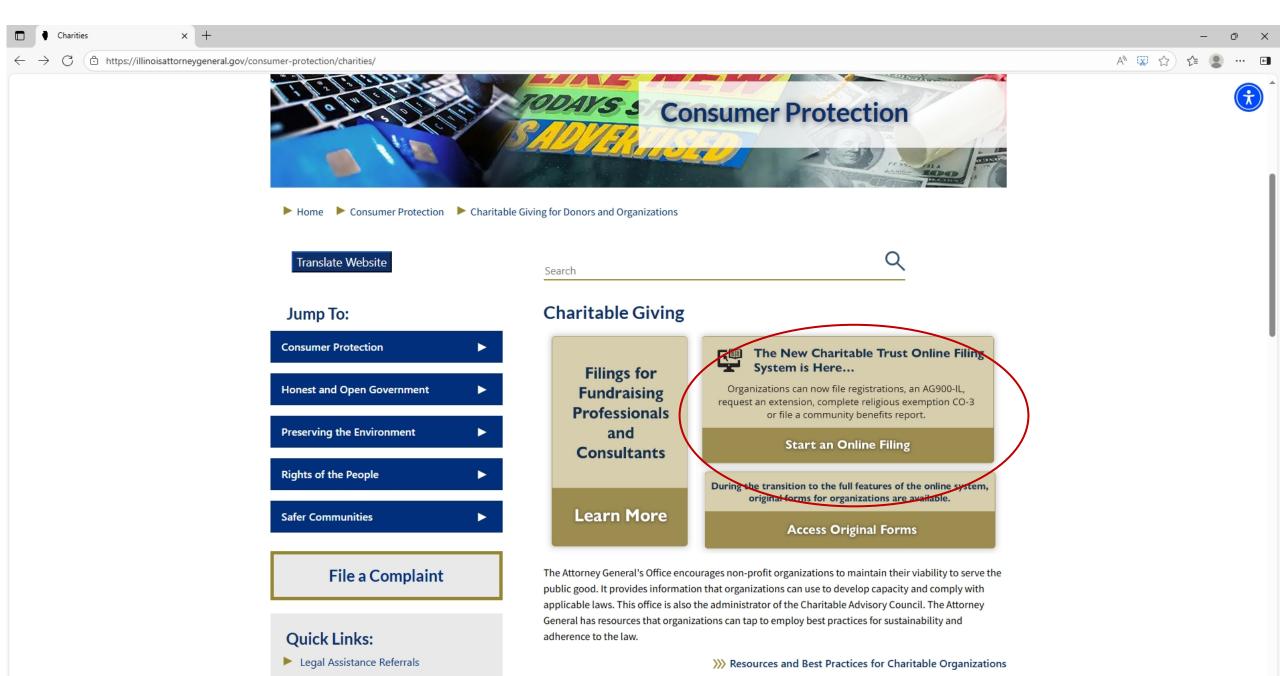


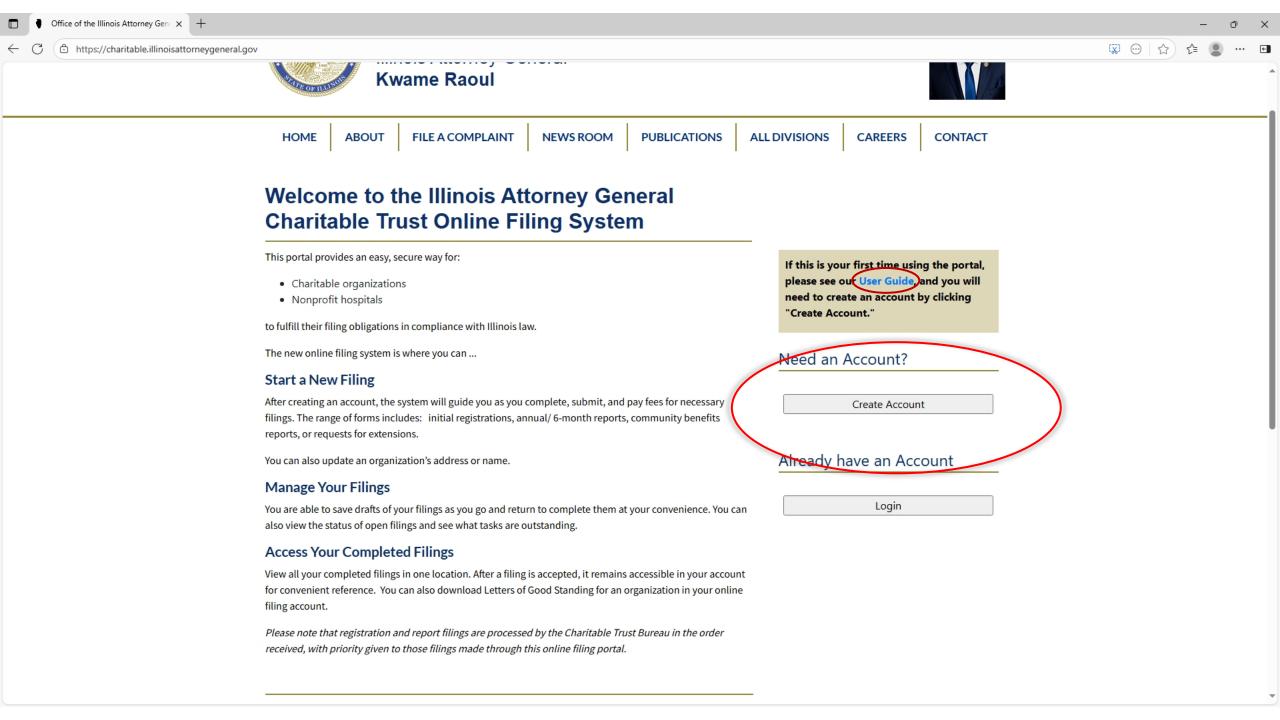
## Where to Start?

### STEP 1: Go to the Attorney General's Website: www.illinoisattorneygeneral.gov STEP 2: Click "Charitable Trust Filings & Resources"



#### STEP 3: Click "Start an Online Filing" to Enter the Portal!





## Create an Account















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**HOME** 

**ABOUT** 

**FILE A COMPLAINT** 

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

**CAREERS** 

**CONTACT** 

#### Captcha challenge

Please complete the captcha challenge below to create a new user account.

Verify you are human



Cancel







HOME **ABOUT** FILE A COMPLAINT **NEWS ROOM PUBLICATIONS** ALL DIVISIONS CAREERS CONTACT To register an account please provide the information below. The Email Address provided will be the username for the account and will be sent an email confirmation. You will need to follow the instructions in that email to complete account registration. Organization Name First Name \* Suffix Middle Name Last Name \* Email (this will be your username) \* Confirm Email \* Phone Number \* ATTN Address Line 1 \* Address Line 2 City \* Postal Code \* Country \* State \* USA Select State Cancel



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HOME

**ABOUT** 

**FILE A COMPLAINT** 

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

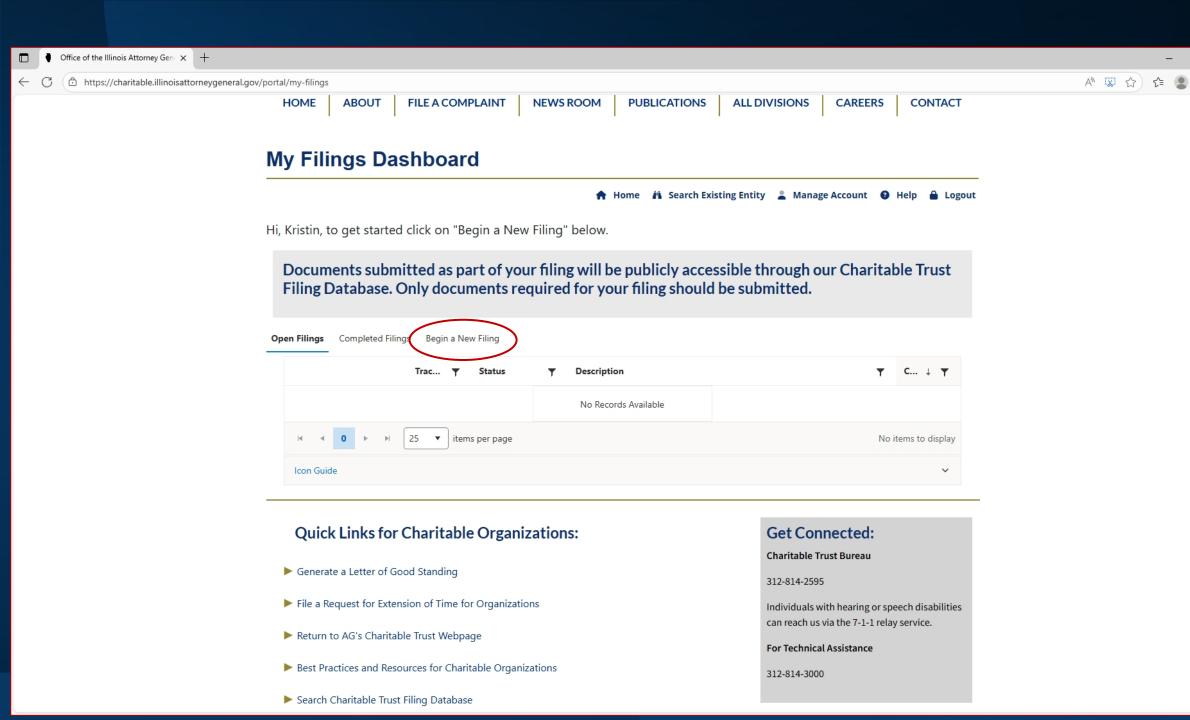
**CAREERS** 

CONTACT

#### **Email Confirmation Required**

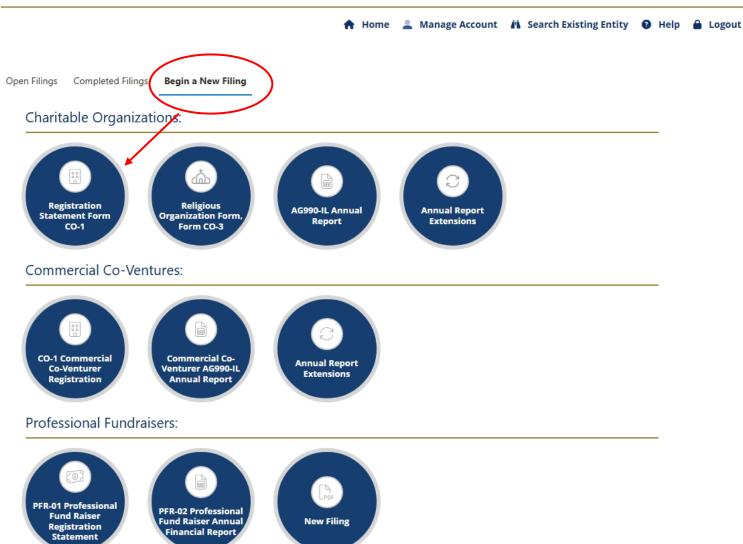
Thank you for registering! Your account registration was successful. You will receive a confirmation email from the Illinois Attorney General's Okta Single Sign-On platform within a few minutes. The email will come from noreply@okta.com with the subject "Welcome to Okta." Please check your inbox for this email and be sure to look in your junk or spam folder if you do not see it within 1–5 minutes. Follow the instructions in the email to complete your account setup. If you encounter any issues while enabling Okta during the registration process, assistance is available. You can contact the Office of Illinois Attorney General Kwame Raoul at (312) 814-3000 for support.

Home



## Begin a New Initial Registration

#### My Filings Dashboard



To register or re-register a charitable organization in Illinois, you will be required to complete a Charitable Organization Registration Statement (Form CO-1). A registration fee of \$15.00 is required for all new registrations.

An AG990-IL is due within six months after the organization's fiscal year end (see instructions for AG990-IL). Organizations which have been in operation less than one (1) year, and are not yet required to file an AG990-IL, must attach a completed Financial Information Form CO-2.

If you are a religious organization, seeking a religious exemption from filing annual financial reports, you must also submit a Charitable Organization Religious Exemption Form (Form CO-3) as part of this registration process.

Before proceeding with the registration process, please ensure that you review the registration instructions and the Illinois Charitable Organization Laws, administrative rules for Charitable Trust Act and administrative rules for Solicitation for Charity Act.

To begin the registration process, answer the following questions. After you answer these questions, this site will identify the Form(s) you will need to submit, and you can then proceed to complete those Form(s) through this website.

Is this a Re-Registration?

(If the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be required.) \*

☐ Yes ☐ No

Before proceeding with the registration process, please ensure that you review the registration instructions and the Illinois Charitable Organization Laws, administrative rules for Charitable Trust Act and administrative rules for Solicitation for Charity Act.

To begin the registration process, answer the following questions. After you answer these questions, this site will identify the Form(s) you will need to submit, and you can then proceed to complete those Form(s) through this website.

Is this a Re-Registration? (If the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be required.) \* ☐ Yes ☑ No 1. Is your organization holding assets in Illinois for charitable purposes? \* ☐ Yes ☐ No 2. Does your organization engage or intend to engage in fundraising activities or solicit charitable contributions from the public, either directly or through third parties (like professional fundraisers) or is located in this State? \* ☐ Yes ☐ No 3. Are you an organization established for religious purposes? If yes, you must complete the CO-1 Registration Statement and the CO-3 Religious **Exemption Form.** \* ☐ Yes ☐ No

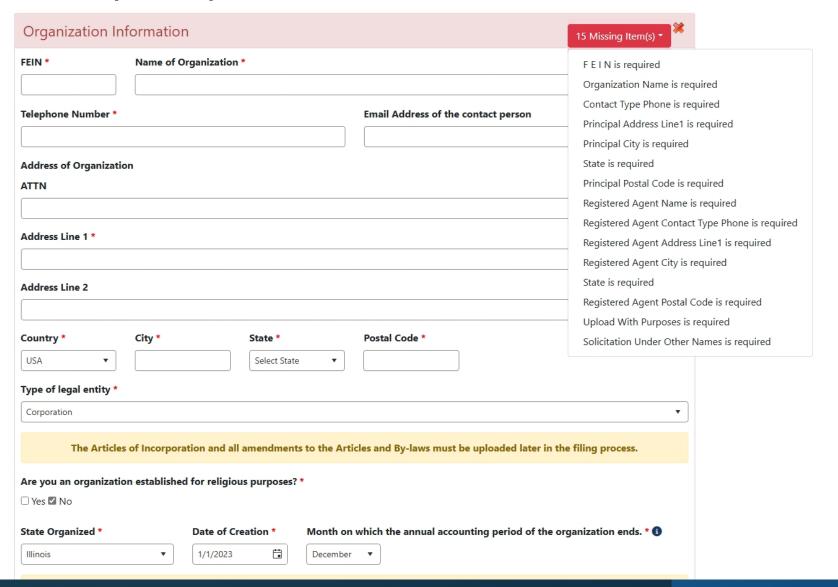
need to submit, and you can then proceed to complete those Form(s) through this website.
his a Re-Registration? the registration of your organization was canceled for failure to timely file complete annual reports with our office, re-registration will be uired.) *
res ☑ No
s your organization holding assets in Illinois for charitable purposes? *
res ☑ No
Does your organization engage or intend to engage in fundraising activities or solicit charitable contributions from the public, either directly or ough third parties (like professional fundraisers) or is located in this State? *
res □ No
Are you an organization established for religious purposes? If yes, you must complete the CO-1 Registration Statement and the CO-3 Religious mption Form. *
res □ No
Your organization will be required to register under the Illinois Solicitation For Charity Act.
To complete this registration process online, you will need to complete the following forms:  • Form CO-1

• Form CO-3

need to submit, and you can then proceed to complete those Form(s) through this website.

#### Organization Information Name of Organization \* FEIN \* Telephone Number \* **Email Address of the contact person** Address of Organization ATTN Address Line 1 \* Address Line 2 Country \* City \* Postal Code \* State \* USA Select State Type of legal entity \* Corporation The Articles of Incorporation and all amendments to the Articles and By-laws must be uploaded later in the filing process. Are you an organization established for religious purposes? \* ☐ Yes ☑ No State Organized \* Date of Creation Month on which the annual accounting period of the organization ends. \* 1 1/1/2023 Illinois December 2 AG990-IL(s) will be required for filing later in this registration process.

Act under which the organization will be registered: Both Acts



4. If you are not an organization established for religious purposes, what type of entity is your organization? \* Corporation 5. What state is your organization created? \* Illinois • 6. What date was your organization created? \* 1/1/2023 7. Date on which the annual accounting period of the organization ends? \* 1 December Your organization will be required to register under the Illinois Charitable Trust Act. To complete this registration process online, you will need to complete the following forms: Form CO-1 • Form AG990-IL(2). For each AG990-IL that you will need to complete as part of this filing, you should start with the most recent time period for your organization and work backwards in time for each period thereafter. Next Cancel

ddress Line 1 *			
ddress Line 2			
ountry * JSA ▼	City *	State * Postal C	ode *
		•	directors, or trustees of the organization. *
	ould prefer to atta	an a not moteur.	
+ Add Officer  Title(s)	ouid prefer to atta	Full Name	Daytime Telephone Number
			<b>Daytime Telephone Number</b> No items to display
Add Officer  Title(s)      □    □    □    □    □	or any of its office	Full Name rs, directors or trustees ever been enjoine	, ,

Next

Save Form

Cancel

## Filing an Annual Report (AG-990IL)

Hi, Kristin, to get started click on "Begin a New Filing" below.

Documents submitted as part of your filing will be publicly accessible through our Charitable Trust Filing Database. Only documents required for your filing should be submitted.



This is a reminder that the annual financial report (AG990-IL), along with all required attachments and applicable fees, must be submitted within six months following the end of your organization's fiscal year. Please note that reports will not be considered filed unless they are complete.

To assist you with this process, you can access the AG990-IL instructions here.

In order to file the AG990-IL, your organization must first be registered and assigned a registration number (CO#).

If your registration is canceled for failure to timely file complete reports with our office, you may not file online at this time.

If your registration is in a delinquent status, please file all delinquent reports, including any fees due.

If you have any questions regarding the reports and/or fees that are required to be filed with our office, please contact our office at (312) 814-2595.

If your organization is already registered, please click "Next" to proceed with the filing.

Are you a bank trust or trust company who is a trustee for the charitable organization? \*

☐ Yes ☑ No

Organization Name \*

Search for active Registrations using the add button

Q





Name CO Number FEIN  Organization Name CO Number FEIN	Add New	FILE A COMPLAINT NEWS ROOM PUBLIC	CATIONS ALL DIVISIONS CAREERS CONT	TACT ×
		CO Number	FEIN	
	Organization Name	CO Number	FEIN	-



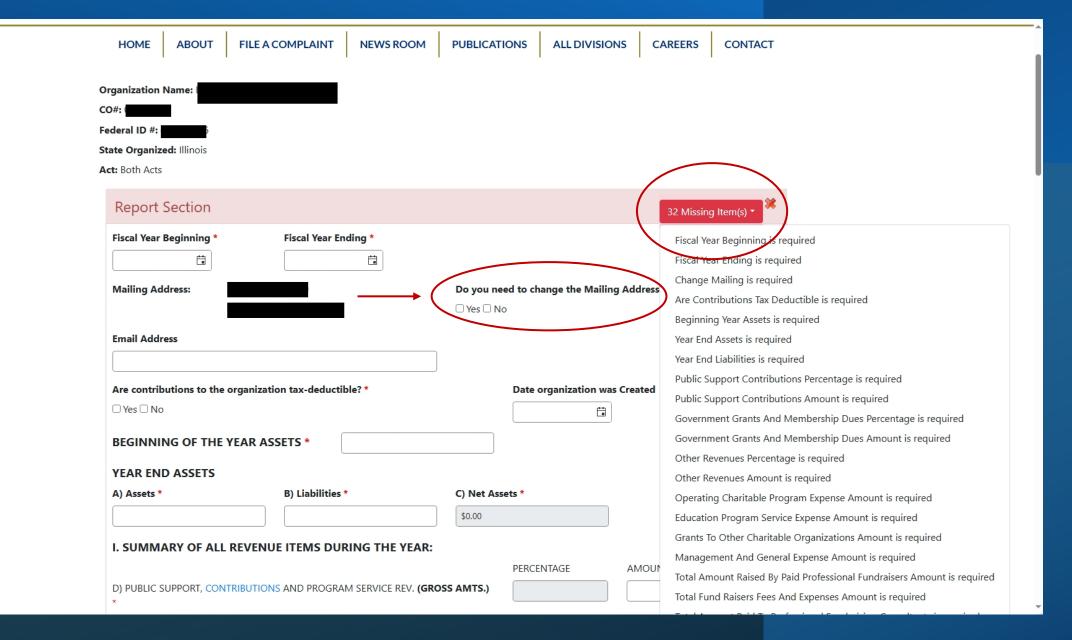








Report Section		
Fiscal Year Beginning *	Fiscal Year Ending *	
Mailing Address:		Do you need to change the Mailing Address? *
	4	□ Yes □ No
Email Address		
Linan Address		
	anization tax-deductible? *	Date organization was Created
_		
_		
□ Yes □ No		
Are contributions to the organic Section No		



I. SUMMARY OF ALL REVENUE ITEMS DURING THE YEAR:					
	PERCENTAGE	AMOUNT			
D) PUBLIC SUPPORT, CONTRIBUTIONS AND PROGRAM SERVICE REV. (GROSS AMTS.) *					
E) GOVERNMENT GRANTS AND MEMBERSHIP DUES *					
F) OTHER REVENUES *					
G) TOTAL REVENUES, INCOME AND CONTRIBUTIONS RECEIVED (ADD D, E & F) *					
II. SUMMARY OF ALL EXPENDITURES DURING THE YEAR:					
	PERCENTAGE	AMOUNT			
H) OPERATING CHARITABLE PROGRAM EXPENSE *					
I) EDUCATION PROGRAM SERVICE EXPENSE *					
J) TOTAL CHARITABLE PROGRAM SERVICE EXPENSE (ADD H & I) *					
J1) JOINT COSTS ALLOCATED TO PROGRAM SERVICES (INCLUDED IN J) *					
K) GRANTS TO OTHER CHARITABLE ORGANIZATIONS *					
L) TOTAL CHARITABLE PROGRAM SERVICE EXPENDITURE (ADD J & K) *					
M) MANAGEMENT AND GENERAL EXPENSE *					
N) FUNDRAISING EXPENSE *					
O) TOTAL EXPENDITURES THIS PERIOD (ADD L, M, & N) *					
III. SUMMARY OF ALL PAID FUNDRAISER AND CONSULTANT ACTIVITIES:					
(Attach Attorney General Report of Individual Fundraising Campaign- Form IFC. One for each	ch PFR.)				
PROFESSIONAL FUNDRAISERS:	PERCENTAGE	AMOUNT			
P) TOTAL AMOUNT RAISED BY PAID PROFESSIONAL FUNDRAISERS *					
Q) TOTAL FUNDRAISERS FEES AND EXPENSES *					
R) NET RECEIVED BY THE CHARITY (P MINUS Q=R) *					
PROFESSIONAL FUNDRAISING CONSULTANTS:					
S) TOTAL AMOUNT PAID TO PROFESSIONAL FUNDRAISING CONSULTANTS *					

Based on the answers to these questions, you may be required to submit audited financials or reviewed financial statements. The system will prompt you to upload these documents.





HOME

**ABOUT** 

FILE A COMPLAINT

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

CAREERS

CONTACT

#### My Filings Dashboard

🛖 Home 💄 Manage Account 📫 Search Existing Entity 🔞 Help 🔒 Logout

Hi, Kristin, You have 1 of open filings. You can return to your open filings, view completed filings, or begin a new filing below.

 Open Filings
 Completed Filings
 Begin a New Filing

 Tracking #
 Status
 Description

	Tracking #	Status	Description	Created ↓
★     ★	2025002678	Incomplete	- 2025 AG990-IL Annual Report	5/20/2025
H	25 ▼ item	s per page		1 - 1 of 1 items

#### **Quick Links:**

- ► Generate a Letter of Good Standing
- File a Request for Extension of Time for Organizations
- ► Return to AG's Charitable Trust Webpage
- ▶ Best Practices and Resources for Charitable Organizations

#### **Get Connected:**

**Charitable Trust Bureau** 

312-814-2595

Individuals with hearing or speech disabilities can reach us via the 7-1-1 relay service.

For Technical Assistance

TBD

10. List the name and address of the financial institutions where the organization maintains its three largest accounts: \* Add Institution Address Line 2 Name ATTN Address Line 1 City State Postal Code No items to display Please provide the Name and Telephone Number of the Contact Person Contact Name: \* Telephone Number \* The Form AG990-IL must be signed by two different officers (president or other authorized officer and the chief fiscal officer) or by two trustees. One signature shall be accepted if there is only one trustee.

Save Form

Cancel









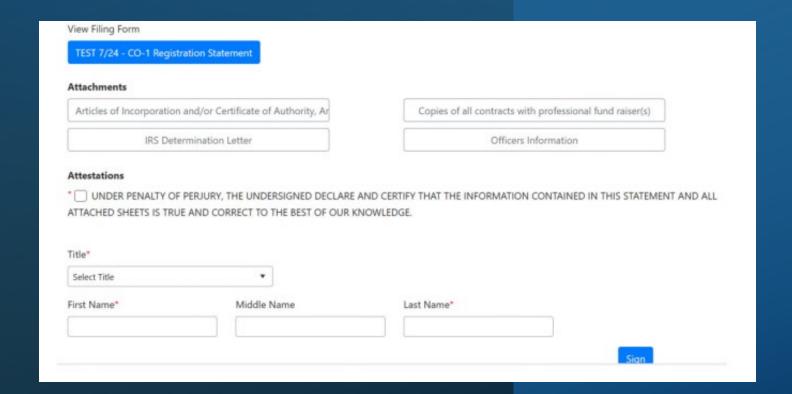


Contact Us Privacy Policy

#### Sign those Forms!

- Once all forms have been completed and attachments uploaded, system will guide user through signature process
- All signatures must be obtained before filing can be submitted
- Each form that requires attestation will have its own electronic signature process
- Each form requiring a signature will have data fields for the user to enter email addresses for the person(s) who sign the form under penalty of perjury
- If two signatures are required on the form, each person will receive his or her own email to complete this process.
- Signer will be able to view documents and attachments before signing. The signer will click "Sign" after selecting the appropriate "Title" and entering his or her full name.
- The user who input the email addresses will receive notices when the signer signs each time through email or by checking on the My Filings grid when the user is logged into the public portal.
- The system will track the signature status for each signer. The user will be able to track the status of receipt of the signatures and resend the emails if necessary.

## [EXTERNAL] Signature Verification Request Office of the Illinois Attorney General <ILCharitableFiling@ilag.gov> Organization Name: TEST 7/24 Tracking Number: 2025003856 Please click the link below to review and sign the filing information being submitted for the above-referenced organization. Click here to review the request Expires: 08/01/2025 You are receiving this email because a request for signature verification has been made on your behalf for a charitable filing with the Illinois Attorney General's Office.



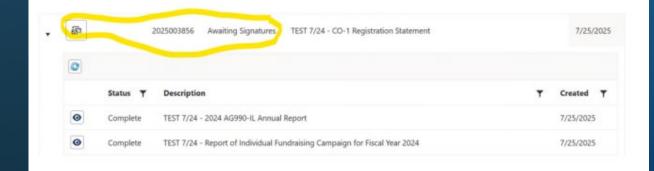
# \*\* UNDER PENALTY OF PERJURY, THE UNDERSIGNED DECLARE AND CERTIFY THAT THE INFORMATION CONTAINED IN THIS STATEMENT AND ALL ATTACHED SHEETS IS TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE. Title\* Chief Executive Officer First Name\* Middle Name Last Name\* Signer Sign HOME ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT

## Signature Verification Request Complete!

An email has been sent to the filer.

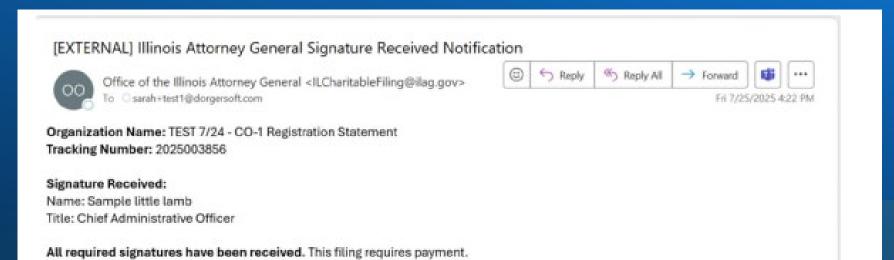
## Sample CO-1 confirmation email to the User and display of status of receipt of the signatures in the My Filings Grid:

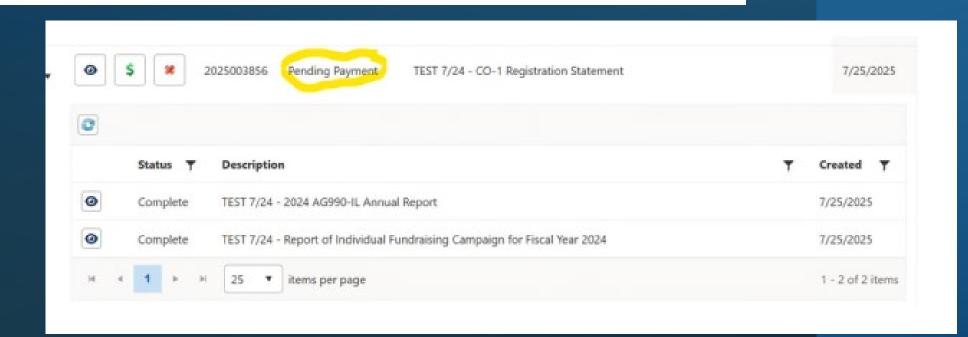




## Proceed to Payment!

- Once all signatures are received for all forms, the user will receive an email notice that ALL signatures have been received, and the status of the filing requires payment.
- Once all signatures are received, the user will also see the status change to "Pending Payment" in the "My Filings" Grid
- Fees are automatically calculated based on filing type, registration type, annual revenue or asset thresholds, late fees and/or registration fees
- A fee summary will be displayed with the total due per form and a line-item breakdown
- To proceed with Payment, click on the \$ Icon, where the user will have the option to pay online or to mail in payment
- If the user chooses to pay online, he or she will enter the payment information and click "Review Payment" to proceed and follow the prompts to complete the payment:
- If the user chooses to mail in payment, the user must print the Voucher provided and include it with the check when mailing it to the Illinois Attorney General's Office. Your filing will remain in "Pending Payment" status until the check is received and processed. Mail in your payment promptly to ensure your filing is processed on time. The filing will be considered late inf prompt payment is not sent in by the deadline. If payment is not received within 30 days, the submission is voided.





#### This filing requires a filing fee.

- To pay with a credit card or echeck online, use the Pay Now button to complete your payment online. The filing will be submitted once the payment is complete.
- . To mail in your payment, please make check or money order payable to "ILLINOIS CHARITY BUREAU FUND" and mail to:

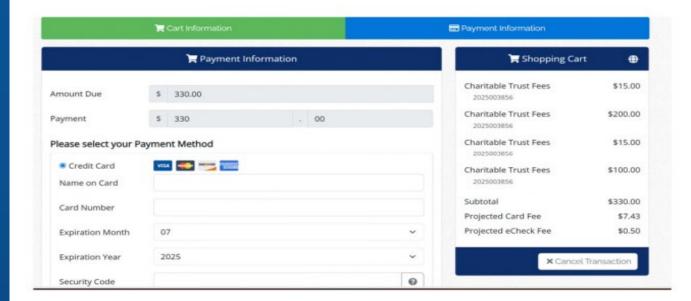
OFFICE OF THE ATTORNEY GENERAL CHARITABLE TRUST BUREAU ATTN: ANNUAL REPORT SECTION 115 S. LASALLE ST CHICAGO, IL 60603

A copy of the invoice must be included with your check or money order. Mail in payments must be received within 30 days from the date of your online filing. However, if the original, extended or cancellation due date falls within 30 days of online filing, the check must be received before the original, extended or cancellation due date. **Note:** Files cannot be accepted, and will not be considered filed, if all applicable fees are not submitted.

The fees detailed below will appear as "Charitable Trust Fees" on the next page.

The fees detailed below will appear as "Charitable Trust Fees" on the next page.

бее Туре	Quantity	Amount	
Registration Fee		\$15.00	
ate Registration Fee	1	\$200.00	
Annual Report Filing Fee	1	\$15.00	
Annual Report Late Fee	1	\$100.00	



#### Mail In Payment Instructions

Click the link provided and print the accompanying document(s).

Filing Checklist for Tracking Number: 2025003856





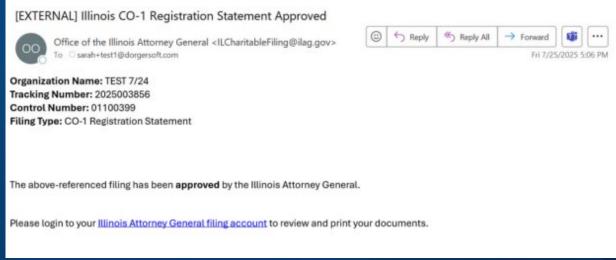
of your online filing. However, if the original, extended or cancellation due date falls within 30 days of online filing, the check must be received before the original, extended or cancellation due date. **Note:** Files cannot be accepted, and will not be considered filed, if all

applicable fees are not submitted.

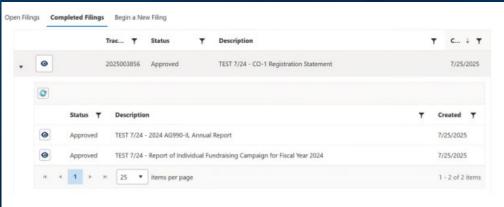
What's Next?

# Approval!

If we accept the filing, the user will receive an email indicating a successful submission.



Also, the status of the filing will change on the My Filings Grid, where the filing will move from the Open Filings tab to the Completed Tab with the status of "Approved," where the user can log in to print or save all the items submitted and approved.



# Rejection 😊

- If the filing requires further submission of documents, the user will receive an email communication advising of the need for further information. The user can use the public portal to receive such further documents back to the Charities Bureau. Assuming the second submission satisfies the review, the filing will be approved.
- If the filing cannot be approved, and it must be rejected, the user will also receive notice by email that such has been rejected, and the user will have to begin a new filing altogether to correct the deficiencies noted.
- Track the status and outcome of our review in the "My Filings Grid"

# Requesting an Extension of Time

Hi, Kristin, to get started click on "Begin a New Filing" below.

Documents submitted as part of your filing will be publicly accessible through our Charitable Trust Filing Database. Only documents required for your filing should be submitted.



A charitable organization's annual report is due six months after the close of its fiscal year. The Attorney General shall extend for 60 days the time for filing the annual financial report. For compliant organizations, extension requests are automatically granted if received on or before the due date.

If an organization receives a federal IRS extension that would extend its federal tax return due date beyond the Attorney General's due date, the organization can request an additional extension from the Attorney General to match the IRS due date. The request must include a copy of the extensions of time granted by the IRS or a copy of the IRS Form 8868 requesting an extension of time.

An organization may make a request for a 60-day extension, the IRS extension or both. These requests can be made separately or together. An organization need not make a 60-day extension request in order to make a request for extension of time granted by the federal Internal Revenue Service.

All requests for extension of time must be submitted prior to the organization's original or extended Annual Report due date.

Submit the complete Annual Report, including all required fees and attachments, by the extended due date.

Please click here to obtain a copy of the extension instructions.

#### **Charitable Organization Name \***

Search for active Charitable Registrations using the add button

Q

#### Please choose the extension the organization will be filing: \*

- Charity Annual Report 60-day Extension
- Internal Revenue Service Additional Extension



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**HOME** 

**ABOUT** 

FILE A COMPLAINT

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

**CAREERS** 

CONTACT

**Organization Name:** 

**CO Number:** 

**Fiscal Year End:** 12/31/2025

**Current Due Date:** 06/30/2026

Extended Due Date: 08/31/2026

The specified organization is eligible for an extension. To submit this extension request, please confirm the filing process by clicking "Next"

Next

Save Form

Cancel



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HOME ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT

**Organization Name:** 

**CO Number:** 

Fiscal Year End: 12/31/2025

**Current Due Date:** 06/30/2026

Extended Due Date: 11/15/2026

The extension will be validated after pressing Continue Index.

A copy of the extensions of time granted by the IRS or a copy of the IRS Form 8868 requesting an extension of time is required and must be uploaded later in the filing process.

Next Save Form Cancel



## Office of the Illinois Attorney General **Kwame Raoul**



HOME

**ABOUT** 

FILE A COMPLAINT

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

**CAREERS** 

CONTACT

Your organization cannot file a 60-day extension at this time. A 60-day extension was previously granted.

Cancel

















Contact Us **Privacy Policy**  annual financial report. For compliant organizations, extension requests are automatically granted if received on or before the due date.

If an organization receives a federal IRS extension that would extend its federal tax return due date beyond the Attorney General's due date, the organization can request an additional extension from the Attorney General to match the IRS due date. The request must include a copy of the extensions of time granted by the IRS or a copy of the IRS Form 8868 requesting an extension of time.

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All requests for extension of time must be submitted prior to the organization's original or extended Annual Report due date.

Submit the complete Annual Report, including all required fees and attachments, by the extended due date.

Please click here to obtain a copy of the extension instructions.

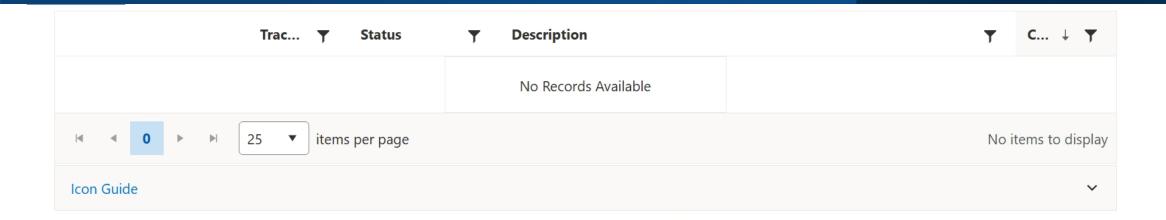
#### **Charitable Organization Name \***

2

This organization is not eligible and you have to re-register.

Cancel

# Letter of Good Standing



## **Quick Links for Charitable Organizations:**

- Generate a Letter of Good Standing
- File a Request for Extension of Time for Organizations
- Return to AG's Charitable Trust Webpage
- Best Practices and Resources for Charitable Organizations
- Search Charitable Trust Filing Database

#### **Get Connected:**

**Charitable Trust Bureau** 

312-814-2595

Individuals with hearing or speech disabilities can reach us via the 7-1-1 relay service.

For Technical Assistance

312-814-3000



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HOME ABOUT FILE A COMPLAINT NEWS ROOM PUBLICATIONS ALL DIVISIONS CAREERS CONTACT

Charitable Organizations that are in Good Standing with the Illinois Attorney General's office may request a Good Standing Letter. To receive the letter, first search for the Charity below.

Organization Name \*

Q

Next

Cancel



## Office of the Illinois Attorney General **Kwame Raoul**



HOME

**ABOUT** 

**FILE A COMPLAINT** 

**NEWS ROOM** 

**PUBLICATIONS** 

**ALL DIVISIONS** 

**CAREERS** 

CONTACT

Click the link below to access the file.

Link to File: Letter of Good Standing

**Return to My Filings** 

















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# Searching the new Charitable Database

- ▶ Milestones Reports
- News Room
- Publications



Charitable giving addresses many needs. Nonprofit organizations harness their mission-driven energy and donations to respond and react to numerous and sometimes dire circumstances.

- · Protects the giving community from potential fraud and defends the public trust
- Upholds legal safeguards in place to ensure that charitable causes meet their financial responsibilities
- · Registers organizations that receive donations
- Provides information on charitable organizations' resources and responsibilities.

Because Illinoisans rely heavily on the services provided by charities, Attorney General Kwame Raoul encourages consumers to practice wise charitable giving.

All charitable organizations that solicit donations or hold charitable assets in Illinois are required to register with Attorney General Kwame Raoul's Office.

Members of the public can check the online Charitable database to search if a charity or private foundation is registered and compliant with reporting requirements.

The database provides financial information such as assets, income and annual financial reports.

Do your research, give to organizations that you are confident in and don't hesitate to say No

Thanks if a solicitation does not feel right.

#### Search the Charitable Trust Filing Database

Many charitable organizations throughout Illinois work hard to help those in need and deserve support. However, sometimes entities operate outside of the law or take advantage of donors. Illinois residents can file a complaint with the Attorney General's Charitable Trust Bureau if they believe there have been financial improprieties or misuse of charitable assets.

File a Charitable Organization Complaint

### **Charities Search**



Use this online tool to search for charitable organizations that are compliant with the registration and reporting requirements of the Charitable Trust Act and Solicitation for Charity Act. The search will provide financial information about registered charities, such as assets and income, and provide access to downloadable copies of charitable organizations' annual financial reports. Please note that *charitable organizations prepare their own reports, and the Attorney General's office cannot guarantee the accuracy, quality or validity of the information.* 

If a charity is not currently registered with the Attorney General's office, it will not be listed in the search results. However, the Attorney General's office maintains a separate record of every charity ever registered. If you cannot find a charity in the search, feel free to call 312-814-2595 (7-1-1 Relay System) to find out if the charity was ever registered.

Org. Name	
Address	
City	Any State ▼ Zip
County	EIN Reg. Number
Search	

**NORMAL, IL 61761** 

**Status: Good Standing** 

**CO Number:** 

FEIN:

Registration Date: 07/21/1977

**Annual Report Due Date: 11/15/2025** 

Annual Financials (4)				
Actions	Fiscal Year End	Assets	Income	
View Files	12/31/2023	\$15,446,457.00	\$18,755,767.00	
View Files	12/31/2022	\$17,736,719.00	\$12,271,343.00	

## Progress So Far:

- 2,956 active portal users as of December 15, 2025
- Acceptance rate for Online Filings: 88.04%
  - Over 4,624 online filings to date
  - Common rejection reasons: attachments, wrong boxes checked, technical difficulties, easily corrected
  - Most online filings processed same day or within few days
- Acceptance rate for Paper Filings: 75.55 %
  - Over 13,524 paper filings processed to date
  - Common issue: incompleteness
  - Still processing paper reports received at 6/30/2025 deadline
  - Farther along than we usually are thanks to online filing system

Contact the Charitable Trust Bureau with any questions!
Illinois Attorney General
Charitable Trust Bureau
115 S. LaSalle St.
Chicago, IL 60603

TTY: 1-800-964-3013

(312) 814-2595