

***Checklist of
Basic Steps to
Incorporate
Your Church***



1. Choose a name with Secretary of State

2. File Articles of Incorporation with the Secretary of State

- Church name
- Purpose
- Registered agent information
- Renew this every year on their website, or you can pay for several years at once.
- Other details

3. Create Constitution and Bylaws

4. Apply for EIN from the IRS

- You will need this to open a bank account
- You will need this for other tax related transactions – payroll, etc.

5. Make sure you have 501c3 status

- Are you under the umbrella of the Georgia Baptist Mission Board 501c3. They have a website to renew this status each year.
- Did you apply directly to the IRS for this status?