

YourCause/Blackbaud
Domestic Vetting Documentation Requirements

YourCause/Blackbaud requires documentation from nonprofits that are not currently eligible for giving in the YourCause/Blackbaud Global Good Network because they either:

1. Have an IRS configuration that requires further documentation to ensure compliance with the Global Good Network guidelines.
2. Are not currently listed in the IRS Business Master File (BMF) or Pub78 file. (There files are the IRS's definitive record of tax-exempt organizations; Group Exemptions; Government Entities; and Supporting Organizations.)

This documentation allows us to vet your organization and ensure that it meets all the criteria to be legally allowed to receive charitable donations and grants through the Global Good Network.

Based on the type of organization that you represent the documentation we require is:

Organization Type	Documentation Required
<p>A standard 501(c)3 nonprofit organization</p>	<p>You will need to provide one (1) document:</p> <ol style="list-style-type: none"> 1. Your organization's IRS Letter of determination (Visit Applying for Tax-Exempt Status on the IRS website for instructions on obtaining a letter of determination.)
<p>A nonprofit organization that is exempt under a group exemption</p> <p><i>(A group exemption is the IRS's recognition of a parent organization and its subordinates as tax exempt. A group exemption letter has the same effect as an individual exemption letter except that it applies to more than one organization. See IRS Publication 4573 for more information.)</i></p>	<p>You will need to provide two (2) documents to certify that your organization is exempt under a group exemption:</p> <ol style="list-style-type: none"> 1. IRS Group Exemption Letter/IRS Letter of Determination - A copy of an IRS-issued document with the name and EIN of your organization pre-printed on it. Federal IRS EIN Issuance or EIN Verification letters are both acceptable documents. <i>Self-certifying documents will not be accepted.</i> 2. Parent Verification Letter - A copy of the letter from the parent organization verifying your organization's inclusion as a subordinate in good standing under its 501(c)(3) group exemption with the IRS. <i>Letter must fit the following specifications:</i> <ul style="list-style-type: none"> Includes the name, address, and EIN of your organization Signed by an authorized representative of the parent organization. The signature must include the signer's <i>printed</i> name and title. <i>Must be dated no older than six months</i> at the time of submission to Blackbaud. Please provide in non-editable PDF format. Word documents <i>are not</i> acceptable. Links to web documents <i>are not</i> acceptable. <p>To assist with this, we have several Parent Verification Letter templates that you can download and complete based on the type of organization you are:</p> <ul style="list-style-type: none"> Standard charitable organization Church or other religious organization Governmental entity
<p>A nonprofit that is considered a 'Supporting Organization' by the IRS</p>	<p>You will need to provide a completed Supporting Organization Questionnaire along with the supporting documentation outlined in the downloadable questionnaire, Supporting Organization Vetting Documentation Requirements.</p>