

# Starting a Nonprofit in Idaho

## A Checklist by the Idaho Nonprofit Center

There are numerous steps involved with starting a nonprofit organization. The checklist below is not meant to be the only resource, but should give you the very most basic steps to get started with the initial steps and forms.

While the process of launching a nonprofit organization can be rewarding, it is also arduous and initial funding can be quite challenging. It may be that starting a nonprofit is not the best route for you at this time. Here are a few ideas how you can fulfilling your goal without having to go through the lengthy process—**CLICK HERE**

- Assess your nonprofit start up readiness—**CLICK HERE**
- Check to see if there are any other organizations in the area with a similar mission. If so, consider getting involved with an existing organization.
  - Starting a nonprofit takes time, money, energy, passion, and more money.
  - MINIMUM costs to get started: \$305 - \$630
- Determine your name, mission, and vision.
- Determine who will be on your Board of Directors. We do not recommend friends and family.
  - NOTE: You need at least three people and you CAN be one of them
- Go online and register with the Idaho Secretary of State—**CLICK HERE**
  - PRICE\*: \$30
  - NOTE: this needs to be printed, signed, and mailed
- Fill out the IRS form to get your EIN—**CLICK HERE**
- Determine eligibility for using the 1023 EZ form—**CLICK HERE**
- Fill out the 1023 EZ form—**CLICK HERE**
  - PRICE\*\*: \$275
- Fill out the IRS Form 1023 if not eligible for the 1023 EZ form—**CLICK HERE**
  - PRICE\*\*: \$600
  - NOTE: Tax exempt is not SALES tax exempt, [click here](#) for more details
- If you will have employees, you need to register with the Idaho State Tax Commission & Department of Labor (one form for both)—**CLICK HERE**
- Secure your website address, Facebook page, Twitter handle, and any other social media outlets you think you want to use.

\*Fee as of August 2019, visit the **Idaho Secretary of State** office for current pricing.

\*\*Fee as of August 2019, visit the **IRS website** for current pricing.

The Idaho Nonprofit Center is not authorized to give legal advice or consultations to start ups.

**More resources at [www.idahononprofits.org/starting-a-nonprofit](http://www.idahononprofits.org/starting-a-nonprofit)**