

Church Planting—Needed Documents

(Always check with County, State and Federal agencies to ensure you have current forms and fees)

The following list of documents will be needed for your church plant. They are listed in the order in which they should be completed and filed. Pay specific attention to fees that need to be attached to these documents. Please note that you should have your constitution and Bylaws completed, as they will need to be sent with some of the documents that you file.

1. Articles of Incorporation, Colorado State form No. 15A
2. Business Registration, Colorado State
3. Sales Tax Exemption, Colorado State
4. Application For Exemption of Property, County-Colorado State
5. Application for Employee Identification Number, Form SS-4, IRS

The following forms can only be completed once you have received your response from items 1 and 3. These next two forms should be completed within six months of incorporation. Both forms may not be needed. Be sure to check with the IRS office nearest you. The longer you wait the more documentation the IRS requires.

6. Determination Letter Request, Form 8718, IRS
7. Application For Recognition of Exemption for 501-c-3, IRS

If there are to be full or part time employees of the church (corporation) you will need to complete the following forms before the date of employment. We would also recommend that you call Church Mutual Insurance Company at 800-554-2642, to purchase the following coverage.

- A. Workman's Compensation
- B. Officers/Directors Liability
- C. Contents Coverage if renting
8. Employee withholding, Form W-4
9. Employee Eligibility Verification, Form I-9

Below is a suggested list of additional items that will prove beneficial as you continue to build.

- Brochures = Biblical Stewardship, Doctrinal statement and Purpose and Vision Statement
- Documents = Filling ministry positions, Funeral planning, Potential leadership questionnaire, Team member qualifications, and Volunteer application
- Employment = Employee manual, Employment application, and Employee record
- Form Letters = Membership transfer, Phone inquiry, Tourist visitor, and Visitor
- Leadership = Small Group report, Elders/Ministers monthly report