

Edward (Ned) M. Badgett
Assistant Director, Public Charities Division
Office of the Secretary of State, Mark Hammond
POB 11350
Columbia, SC 29211
803-734-1795
nbadgett@sos.sc.gov

Charities Online Filing

- 1) What is Charities Online Filing?
 - a) Charities Online Filing is provided by the Public Charities Division of the S. C. Secretary of State.
 - b) The Division issues permits to fundraise to nonprofits and professional fundraisers to fundraise in our state.
 - c) Nonprofits and fundraisers can file their forms online through our web site, www.scsos.com.
- 2) Must You File?
 - a) Will you apply for an Arts Commission grant?
 - b) Do you ask citizens or organizations for donations?
 - c) Do you hold fundraising sales or events?
- 3) Reasons to File Online
 - a) You can file instantly and at any time.
 - b) If there is a fee, you can pay by debit or credit card. (\$1.85 convenience fee)
 - c) You get a confirmation number as proof of your filing.
- 4) The Online System is Secure.
 - a) Your organization will be assigned a Public and a Private ID, ex. P6306 and C6306. These are permanent.
 - b) Every year it will be issued Renewal and Financial PINs.
 - c) A reminder to file is sent to your organization's designated contact person. It contains your IDs and PINs.
- 5) Directions to Online Filing
 - a) General
 - i) Go to our Charities Online Site. Start at our home page, www.scsos.com. Then click on the red button in the lower right-hand corner.
 - ii) Help
 - (1) For immediate help, click on the Question Mark beside each item.
 - (2) In each hint are our office's toll-free number and email address.
 - b) Initial Filings
 - i) If you are filing for the first time, click on Initial Registration at the Charities Online Site and proceed.
 - ii) Choose Exempt or Non-Exempt (Register).
 - c) Renewals
 - i) If you are renewing a registration, you must first file your financial report.
 - (1) If it is on extension, you cannot file the extension online. You must submit it by fax, mail or email.
 - (2) To file your Annual Financial Report Form or 990, it must be completed and in pdf ready for upload.
 - ii) Renew your Registration or Exemption.
- 6) If all else fails, you may still file by mail. Forms are available at www.scsos.com.