



Blessings ARC Member,

It is with joy this Articles of Incorporation (501c3) package is being sent to you. Our greatest pleasure will be to assist you/your ministry in completing this process. Listed below are the following steps in becoming incorporated.

1. An Employer Identification Number (EIN) number will allow your ministry to have a “Social Security Number.” It is a nine-digit number that the IRS will assign to your ministry. An “EIN” application can be obtained / completed online at www.irs.gov.
2. The Incorporation process will require you to complete the attached form, “Incorporation”. Once this form is completed please mail it to ARC (address below). Once this form has been received, the information will be translated by ARC to a State Corporation Agent. Shortly after, you will receive a confirmation letter indicating the process has been completed.
450 Island Lane
West Haven, CT 06516
Attention: Steve Kelly – Executive Director
3. Bylaws are also required for the IRS. We have examples of Church and Ministry bylaws available upon request for you to use as a guide. Feel free to make the necessary minor changes (i.e. exchanging church / ministry name with your church / ministry name). Please keep in mind that any major changes should be made by the President of the Corporation. Upon completion of the bylaws for your church / ministry, mail them to ARC. To ensure compliance with requirements imposed by the IRS, we inform you that any U.S. federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

4. ARC charges an administration fee of \$1000.00 to be mailed with your “Incorporation” form.

After each step has been completed, and a review of all contents by ARC, you will be awarded with an ARC letter of certification indicating you have finished the process and have received your Articles of Incorporation, and a Certification of Membership. It is important for you to understand that your 501c3 status remains valid only as long as your membership with ARC is current. In the event that your membership terminates, you will lose your 501c3 status under ARC.

Each church / ministry is responsible for acquiring the form required by their state to receive exemption from state sales tax.

You are now on your way to being a tax-exempt (501c3) ministry!

I look forward to supporting you through this process.

With the love of Christ,

Steve Kelly

Executive Director

Apostolic Resource Center