



New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of Consumer Protection
Charities Registration Section
124 Halsey Street, 7th Floor, P.O. Box 45021
Newark, NJ 07101
(973) 504-6215

Extension Form CRI-400
Instructions for Requesting an Extension of Time to File the Renewal Registration Statement and Financial Report for Charitable Organizations
(Revised April 2008)

Read These Instructions Carefully Before Completing and Submitting Form CRI-400

Charitable organizations, pursuant to the Charitable Registration and Investigation Act (C.R.I. Act), **must** file an annual Renewal Registration Statement and Financial Report within six (6) months of the end of the organization’s fiscal year unless an extension of time has been granted for good cause, and at the discretion of the Attorney General. The time for filing may be extended for a period not to exceed 180 days. If granted, the Renewal Registration Statement and Financial Report would be due exactly one year from the end of the fiscal year being reported and the previous registration remains in effect during this period.

An extension of time to file the annual Renewal Registration Statement and Financial Report will **not** be granted if any of the following situations exist:

- a. The organization **has not** filed an initial registration;
- b. The organization **has not** filed the previous year’s renewal registration;
- c. The organization **has not** satisfied all of the Division’s requests for information;
- d. The organization **has not** paid all fees and penalties owed to the Division;
- e. The request for an extension **does not** contain full and accurate information;
- f. Payment of the registration fee for the fiscal year being reported **has not** been sent along with Form CRI-400 or **has not** been previously received by this office; or
- g. The organization receives \$10,000 or less in gross contributions.

Note: *Your application for an extension of time will be denied if any prior year’s renewal registrations, fees or other documents are due. Please bring all prior years’ registrations up to date before submitting an application for an extension of time to file on a more current year.*

When applying for an extension of time to file, you may use Charities Registration Form CRI-400 or you may submit the request for an extension on the charity’s letterhead. However, the request for an extension of time must be submitted in writing and the registration fee due for the annual filing must be submitted with the request for an extension. The fee, which may be made with a check or money order (no cash or credit/debit card payments), is based on the organization’s estimated gross contributions for the filing year. All payments should be made payable to the New Jersey Division of Consumer Affairs and include the charity’s registration number on the face of the check.

FEE SCHEDULE

Registration Form	Estimated Gross Contributions	Fee Due
Short-Form CRI-200	\$0 - \$25,000	\$30.00
Long-Form CRI-300R	\$25,001 - \$100,000	\$60.00
Long-Form CRI-300R	\$100,001 - \$500,000	\$150.00
Long-Form CRI-300R	more than \$500,000	\$250.00

Any charitable organization that has not submitted a request for an extension of time to file within 30 days of the renewal registration due date (180 days after the end of the organization’s fiscal year) **must** enclose a late-fee payment of \$25.00 along with the applicable registration fee due.

A request for an extension of time to file will be deemed approved (unless the applicant is notified in writing by certified mail that the extension of time to file has been denied) within 15 business days of the receipt of the extension request by the Charities Registration Section.

Should you have questions regarding charities registration in New Jersey, please visit our Web site at <http://www.njconsumeraffairs.gov/ocpl/charities.htm> where registration information, instructions, forms and a fee schedule may be viewed and/or downloaded. After reading through all of the information on our Web site, if you have further questions, please contact the Charities Registration Section at our hotline number (973)-504-6215 during regular business hours.



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Form CRI-400
(Revised April 2008)

**Application for an Extension of Time to File the Annual Renewal Registration
Statement and Financial Report for a Charitable Organization**

All questions must be answered.

Important: Effective July 9, 2006, changes were made to the Charitable Registration and Investigation Act.
Carefully review the attached instructions before completing and submitting this form.

Short-form filers, which take in \$10,000 or less per year in gross contributions, will no longer be granted an extension of time to file their renewal registration, pursuant to changes in the Charitable Registration and Investigation Act effective July 9, 2006, for fiscal years ending January 31, 2006, and after. *Please Note: Extensions of time to file cannot be granted for Initial Registrations.*

Date fiscal year ends: ___/___/___ Date of this application: ___/___/___ N.J. Charities Registration Number: CH- _____

Charity's Full Legal Name: _____

Other Names Used (d.b.a.) _____

Mailing Address:

<i>In care of:</i>	<i>Address</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
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Street Address:

<i>Street address</i>	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
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Check this box to flag a change of address or other vital information.

Contact Person: _____ **Phone Number:** _____
(include area code)

E-mail: _____ **Federal Tax ID (EIN):** _____

Web site: _____ **Fax Number:** _____
(include area code)

1. A six-month extension of time to file the Renewal Statement and Financial Report(s), for the fiscal year-end shown above, is hereby requested for the following reason(s):

2. Has the organization filed all renewal registration statements for years prior to the fiscal year ending on the date shown on the first page of this application? Yes No
If "No," please stop: if any prior years' filings are delinquent, the extension request will be denied. Please bring the renewal registration filings for all previous years up to date before submitting a request for an extension on a more current year.
3. Has the organization submitted all previous years' registration fees and/or penalties owed to the Charities Registration Section of the Division of Consumer Affairs? Yes No
4. Has the organization previously filed an initial registration with the Charities Registration Section? Yes No
If "No," please stop: You must immediately file an initial registration for which an extension of time to file cannot be granted.
5. Final Check List - please review and check off each of the five items below as they are confirmed and accomplished.
- I have read the instructions for the extension of time to file the Registration Statement and Financial Report(s).
 - All of the questions on this application have been answered.
 - The charity has filed all previous renewal registrations and required documents.
 - The charity has paid all previous years' fees and penalties owed to the Division.
 - Payment of the registration fee due for the fiscal year being requested on this application is enclosed and has been made payable to the "New Jersey Division of Consumer Affairs."

We hereby certify that all of the above statements are true. I further certify that the organization has filed all previous years' reports, has paid all fines and penalties owed to the Division, and that this extension request contains true and accurate information. We are aware that if any of the above statements are willfully false, we are subject to punishment.

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

This form must be signed by at least one (1) officer of the charity.

Should you have questions regarding charities registration in New Jersey, please visit our Web site at <http://www.njconsumeraffairs.gov/ocp/charities.htm> where registration information, instructions, forms and a fee schedule may be viewed and/or downloaded. After reading through all of the information on our Web site, if you have further questions, please contact the Charities Registration Section at our hotline number (973)-504-6215 during regular business hours.