



New Jersey Office of the Attorney General

Division of Consumer Affairs
Office of Consumer Protection
Charities Registration Section
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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:

- The organization **has not** filed an initial registration;
- The organization **has not** filed the previous year's renewal registration;
- The organization **has not** satisfied all of the Division's requests for information;
- The organization **has not** paid all fees and penalties owed to the Division;
- The request for an extension **does not** contain full and accurate information;
- 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
- 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/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.