

New Jersey Charities Registration Renewal (NJCRI)

Instructions for Online Filing (as of 5/1/18, the State of New Jersey no longer accepts paper filing)

The following pages are screen instructions for the online filing process.

Things you need to do and things you need to have before you can begin the online filing:

Complete your NJPTA Internal Audit, your IRS 990N or 990EZ.

Gather the financial information for the fiscal year you for which you are filing (refer to page 14 of these instructions to see what figures you need).

1. Log in to the NJ Charities Registration Portal and register. You must register to gain access to your PTA's account and it take a day or two for the State to email confirmation of access. In order to register go to:

<https://njconsumeraffairs.state.nj.us/sign-in/>

After you have been granted access, you can begin the online filing.

2. Before you begin the online filing, have treasurer and president sign the next two certification of signature pages, scan and save them. You will need to upload these documents during this online filing.
3. You will also need name, address and phone number for PTA president, treasurer and secretary.
4. Have a credit card ready—the State of New Jersey accepts only credit card payment for the filing fee (the fee is \$30 if your PTAs gross income is under \$25,000 and \$60 if it is over \$25,000).
5. When you have done all of the above you are ready to file. Go to:

<https://www.njconsumeraffairs.gov/charities/Pages/charities-registration-information.aspx>

Certification

Form CRI-150I, CRI-300R, CRI-200

This Registration Form **must** be authorized by two (2) officers of the organization, one being the Chief Financial Officer or Treasurer.

First Authorization:

I understand that this registration is being issued at the discretion of the New Jersey Division of Consumer Affairs and agree that employees of the Division may inspect the records in the possession of this organization in order to ascertain compliance with the statute and all pertinent regulations. I also understand that I may be required to provide additional information if requested.

I hereby certify that the information contained in this registration and the attached financial schedule(s) and statement(s) are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Name _____ Title _____ Date _____

Second Authorization:

I understand that this registration is being issued at the discretion of the New Jersey Division of Consumer Affairs and agree that employees of the Division may inspect the records in the possession of this organization in order to ascertain compliance with the statute and all pertinent regulations. I also understand that I may be required to provide additional information if requested.

I hereby certify that the information contained in this registration and the attached financial schedule(s) and statement(s) are true. I am aware that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Name _____ Title _____ Date _____

Certification

Form CRI-150I, CRI-300R, CRI-200

I, as principal officer of the applicant organization, understand that this registration will be accepted only if the requirements of the CRI Act are met. I agree to cooperate fully with any request by the Attorney General of the Division of Consumer Affairs to inspect the records of this organization in order to ascertain compliance with the statute and all pertinent regulations. I certify that the above statements made by me are true. I am aware that if any of the above statements made by me are willfully false, I am subject to punishment.

Name (Type or Print)

Signature

Title

Date

NOTE:

The above certification is to be signed by the chief executive officer, president or authorized representative officer of the organization.



The State of New Jersey NJ Home Services A-Z Departments / Agencies



Office of the Attorney General OAG Home Agencies / Programs / Units



NEW JERSEY DIVISION OF CONSUMER AFFAIRS



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Acting Director
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Go here to get Signature Certification Pages

[Charities Home](#)

[OCP Home](#)

[Directory of Registered Charities](#)

[Charities Registration Information / Portal](#)

[Charities Registration Forms](#)

[Independent Paid Fund Raiser \(PFR\) Information / Portal](#)

[Independent Paid Fund Raiser \(PFR\) Forms](#)

[Laws and Regulations](#)

[Frequently Asked Questions](#)

[Useful Links](#)

Charities Registration Section

Charities Registration Information / Portal

EFFECTIVE IMMEDIATELY

Please be advised that for Fiscal Year End 12/31/2017, with a due date of 6/30/2018, you will be given an additional 30 days to file an extension.

How to Access the Charity & Paid Fund-Raiser/Fund-Raising Counsel Online Registration Portal

1. The above link above will open a new tab. You may need to refer back to this page during registration. **Do not close this tab.**
2. On the DCA Portal page find "Sign In | Register."
 - If you already have a myNewJersey account, and accessed Charity Online Registration in the past, choose **Sign In** to enter your myNewJersey account.
 - If you DO NOT have a myNewJersey account or need to LINK an existing myNewJersey account to Charity Online Registration, choose **Register**.

[Go to the DCA Portal](#)

Go here to register or to begin to filing

NEW JERSEY DIVISION OF
CONSUMER AFFAIRS

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Register Sign In
File a Complaint

Sign In with your My New Jersey Account

Click the button below to login.

Sign In

Once you have received confirmation,
you sign in here with your credentials.

Don't Have a My New Jersey Account?
Click on the **Register Tab** or **Register Button** and follow the instructions to create a new My New Jersey Account.
Need Help? Contact us at [973-504-6215](tel:973-504-6215).

Stat NJ Home Services FAQs
Division
Division Home
Consumer Protection
Licensing Boards
File a Complaint
Adoptions & Rule Proposals
Department
OAG Home
Contact OAG
FAQ OAG
OAG News
Services A to Z
Gardening Know How Seed Savers Exchange PSE&G Login Page Amazon.com | Prime Stream TV and Movie PT Avenue Admin Po

myNewJersey
powered by nj.gov

Log In to myNewJersey

Login ID:
StephanieBowel x

Forgot your login ID?

Password:
.....

Forgot your password?

Log In Need help?

Don't have a myNewJersey account?
Sign Up

What Would You Like To Do?

Click on any of the links to the left to perform the following actions.

- **Fees** - To see any fees you may have incurred, **Note** any fees listed are only for registrations filed electronically.
- **Charity Details** - View or Change your Charity Information.
- **My Charity Profile** - View or Change your personal Information.
- **Charity Contacts** - Add, Remove or Modify any contacts associated with this Charity
- **Charity Registrations** - Start a renewal registration or continue working on a registration that hasn't been completed. Please note, Charities initial and renewal registration forms can now be completed on line. After all questions have been answered you no longer will need to upload the entire registration form; only the signature page.
- **Registration Filing Instructions** - The application to request an extension of time to file a Charity renewal registration is now available to compliant and eligible organizations. Organizations with gross contributions of less than \$10,000 who choose to remain registered will not be granted an extension of time to file (J.A.C. 1348-3-4 (b)) and Charities that are non-compliant are not eligible to apply for an extension. Charities that are not eligible will not have the option to apply and their view will NOT have any label or link for an extension request. Extension requests may only be submitted through our portal. Do NOT mail in an extension request.
- **Need Help?** Contact us at [\(973\)-504-6215](tel:973-504-6215); Email: CharitiesPortalsupport@dca.lps.state.nj.us

Registration Extensions

Pages - Charities Registratic Charity Registrations · B X + >

← → ↺ ↻ ↶ ↷ ↸ ↹ ↺ ↻ ↶ ↷ ↸ ↹

Google Yahoo Netflix Electronics, Cars, Fast Gardening Know How Seed Savers Exchange PSE&G Login Page Amazon.com | Prime Stream TV and Movie PT Avenue Admin Poi MemberHub

https://njconsumeraffairs.state.nj.us/charity-landing-page/charity-registrations/?id=6d58c43d-9fa8-e411-80d1-005056903f20&cid=287d5cbd-3597-498a-8ae5-5417369d4af3

CONSUMER AFFAIRS

Stephanie Bowe

File a Complaint

NJ DCA Charities Portal Home / Charity Landing Page / Charity Registrations

PTA MERCER CTY COUNCIL: Charity Registrations

The list below contains all of the registrations currently on file for your charity.

To edit or view a particular registration click on the registration.

To create a **New** registration click the Create New Registration button below.

For questions regarding a Charity Registration, please contact the Charities Registration Section at (973)-504-6215 during the hours of 8:30 am to 5:00 pm, Monday through Friday.

[Create New Registration](#)

Registration	Initial or Renewal	Fiscal Year End Date	Due Date	Status
Renewal - PTA MERCER CTY COUNCIL - 6/30/2017	Renewal	06/30/2017	12/27/2017	In-Process
Renewal - PTA MERCER CTY COUNCIL - 6/30/2016	Renewal	06/30/2016	12/27/2016	In-Process
Renewal - PTA MERCER CTY COUNCIL - 6/30/2015	Renewal	06/30/2015	12/27/2015	In-Process
Renewal - PTA MERCER CTY COUNCIL - 6/30/2012	Renewal	06/30/2012	12/27/2012	In-Process
Renewal - PTA MERCER CTY COUNCIL - 6/30/2014	Renewal	06/30/2014	12/27/2014	Approved

PTA MERCER CTY COUNCIL

Fees

Charity Details

My Charity Profile

Charity Contacts

Charity Registrations

Registration Filing Instructions

Co-Venture Contracts and Reports

Type here to search

3:35 PM 8/12/2018

Click on 'Create New Registration'

Note: You can also review past year's filings on this page also.

NEW JERSEY DIVISION OF CONSUMER AFFAIRS

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Office of the Attorney General OAHome Agencies / Programs / Units

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NJ DCA Charities Portal Home / Charity Landing Page / Charity Registrations / Create Charity Registration

PTA MERCER CTY COUNCIL: Create Charity Registration

0%

Click a button below to continue

Edit Existing

Create Registration

From this page you may:

- Continue Editing a Charity registration which you have already begun to enter, but have not yet filed. To do so, please click the "Edit Existing" button and follow the instructions and prompts which will be given on the upcoming pages.
- Begin to Enter a Charity registration for a different fiscal year ending which has not yet been filed. To do so, please click on the "Create Registration" button and follow the instructions and prompts which will be given on the upcoming pages.

[Click on Create Registration](#)

PTA MERCER CTY COUNCIL: Create Charity Registration

16%

Please review, and if necessary, modify the Charity details shown. Be aware that once information is added into this portal page, the charity's registration file will be modified as indicated. It is suggested that all entries and modifications be double checked for accuracy.

Verify Charity Details

Title

Charity Name •

PTA MERCER CTY COUNCIL

Name of your PTA

Fiscal Year End Month •

June

Federal EIN •

23721737

Your PTA's fiscal year ends
JUNE 30—no exceptions!

This box will populate with your
PTA's EIN

Charity Address

In Care Of

Name of your PTA

Mailing Address Line 1 •

Your School Address

Mailing Address Line 2

City •

Your School Address

State •

NJ

Zip Code •

School zip code

Physical Address

Name Of Contact at Physical Address

Same as mailing address
Physical Address Line 1

Physical Address Line 2

Physical Address City

Physical Address State

Physical Address Zip

Records Address

Name Of Contact at Records Address

Same as Mailing address
Records Address Line 1

Records Address

Name Of Contact at Records Address

PTA President or Treasurer

☒ Same as Mailing address
Records Address Line 1

Records Address Line 2

Records Address City

Records Address State

Records Address Zip

General

Phone Number Of Charity

School phone number

Fax Number Of Charity

Charity Web Site

Charity Email

PTA email if you have one

Charity Type

Educational

IRS501C

501 (c) 3

IRS Ruling Year

Date of Entity Formation

NTEE Code

Tax Status

Exempt

D.B.A.

Old D.B.A. Name

Charity Formerly Known As

Old Corporate Name

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Once this page is filled in click on 'Next'



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CONSUMER AFFAIRS



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Manage My Charities

Manage My PFRs

My Complaints

Profile

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PTA MERCER CTY COUNCIL: Create Charity Registration

25%

Please add all of the officers and any other contacts associated with this charity. To grant access to anyone other than yourself to manage this Charity, follow this three step process; 1. Create a Charity Contact. 2. Answer yes to the question "Will this contact file the charity registrations?". 3. Click on Send Invitation.

Manage Charity Contacts

Below is a list of your Charities Contacts

My Charity Contacts

 View Active Charity Contacts

First Name	Last Name	Title	Email Address (This Charity)	Portal Access Status
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There are no records to display.

Click on 'Add Charity Contact' to enter President, Treasurer and Recording Secretary — name, address, phone number

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Click on 'Next' when you are done entering contacts.



PTA MERCER CTY COUNCIL: Create Charity Registration

IMPORTANT - Gross means total —

33%

Before you begin this page, it is suggested that you locate your completed financials for the fiscal year end which you will now be filing. Have the records with you as you begin to fill out this page.

Registration Details

Please fill out all required fields. Enter zero if you are not reporting a value for a category.

Registration Fiscal Year End Date *

6/30/2018

Government Grants *

0

Gross Direct Public Support *

0

Other Support *

0

Gross amount of Membership dues collected

Gross Indirect Public Support *

0

Program Service Revenue *

0

Gross Fund Raising and Gaming Income *

Gross Income minus Membership dues collected — (Gross income means ALL money you took in)

Program Expenses *

Net Assets *

Net Assets = amount of money in your check register on June 30

Management Expenses *

Administrative expenses & filing fees

Fund Raising Expenses *

Fundraising Expenses

Affiliate Expenses *

Amount of dues paid to NJPTA

Fill in 'Yes' for this question

Renewal Request? ²
☐ No ☒ Yes

Did you use a Professional Fund Raiser? *

☒ No ☐ Yes

Fill in 'No' for these questions

For Registration Renewals Only

Have Bylaws changed since last registration? *

☒ No ☐ Yes

Have Articles of Inc. changed since last reg? *

☒ No ☐ Yes

Has IRS filing status changed since last reg? *

☒ No ☐ Yes

Has Charity changed their name since last reg? *

☒ No ☐ Yes

Your PTA's fiscal year ends
JUNE 30—no exceptions!

Program Expenses = all expenses minus
Management Expenses, Fund
Raising Expenses & Affiliate Expenses

When you have finished filling in all this information, click 'Next'

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PTA MERCER CTY COUNCIL: Create Charity Registration

45%

Common Charity Registration Information

Were all of the organization's functions, including fund-raising, conducted by volunteers, members, officers or persons who are not compensated for soliciting contributions? *

☐ No ☒ Yes

Is the organization a fraternal, patriotic, social or alumni organization, historical society or similar organization organized under the provisions of Title 15 of the New Jersey Statutes or Title 15A of the New Jersey Statutes, and solicitation of contributions is confined to the organization's membership and performed by members of the organization? *

☐ No ☐ Yes

Does the organization solicit on behalf of a specified individual, and are all contributions, without any deductions what so ever, turned over to this beneficiary? *

☐ No ☐ Yes

Is the organization a local post, camp, chapter or similarly designated element or county unit, of a bona fide veterans' organization which issues charters to the local elements throughout New Jersey or to any veterans' organization chartered under federal law or a service foundation of such an organization recognized in the organization's by-laws? *

☐ No ☐ Yes

Is the organization a private foundation that raised less than \$25,000 in public contributions? *

☐ No ☐ Yes

Is the organization a chapter or local unit of a parent organization? *

☐ No ☒ Yes

Parent Charity Name *

New Jersey Congress of Parents and Teachers (NJPTA)

NJ Charity # of the Parent Organization *

0816700

If not tax exempt, has the organization made application to the IRS? *

☐ No ☐ Yes

Has the organization's IRS tax-exempt status been revoked, changed or refused by the IRS during the fiscal year end being reported? *

☐ No ☐ Yes

Was the organization's legal name changed, or were any alternate names added or deleted during the fiscal year end being reported? *

☐ No ☐ Yes

Have there been changes in the organization's name, address, Internal Revenue Service (I.R.S.) status, etc. since the date of your last reporting? *

☐ No ☐ Yes

Answer yes here.

When you answer yes to this question two lines pop up.

Fill them in as indicated.

Create Charity Registrat

Inbox (75) - sbowe@njptia.o

Google

Y (176 unread) - placeandfall

Y (75) - sbowe@njptia.o

Netflix

Gardening Know How

Electronics, Cars, Fast

Seed Savers Exchang

PSE&G Login Page

Amazon.com | Prime

Stream TV and Movie

NJPTA Management

https://njconsumeraffairs.state.nj.us/charity-landing-page/charity-registrations/create-charity-registration/?id=1f358a1c-9fa8-e411-80d1-005056903f20&cId=89cc18d2-f202-49c4-a4

Child advocacy and parent education.

Has there been changes in the organization's name, address, Internal Revenue Service (I.R.S.) status, etc. since the date of your last reporting? *

No

Yes

"Purpose for which the organization was created." *

Child advocacy and parent education.

Does the organization solicit or intend to solicit contributions from the general public in the State of New Jersey (including through the sale of merchandise)? *

No

Yes

Does the organization solicit funds under any other name(s)? *

No

Yes

Has the organization used a commercial co-venture? *

No

Yes

Previous

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Create Charity Registrar

Inbox (75) - sbowe@njptia.o

Google

Y (176 unread) - placeandfall

Y (75) - sbowe@njptia.o

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Gardening Know How

Electronics, Cars, Fast

Seed Savers Exchange

PSE&G Login Page

Amazon.com | Prime

Stream TV and Movie

NJPTA Management

https://njconsumeraffairs.state.nj.us/charity-landing-page/charity-registrations/create-charity-registration/?id=1f358a1c-9fa8-e411-80d1-005056903f20&cId=89cc18d2-f202-49c4-a4

...

Child advocacy and parent education.

"Purpose for which the organization was created." *

Does the organization solicit or intend to solicit contributions from the general public in the State of New Jersey (including through the sale of merchandise)? *

Does the organization solicit funds under any other name(s)? *

Has the organization used a commercial co-venture? *

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"Purpose for which the organization was created." *

Child advocacy and parent education.

Does the organization solicit or intend to solicit contributions from the general public in the State of New Jersey (including through the sale of merchandise)? *

☒ No ☐ Yes

Does the organization solicit funds under any other name(s)? *

☒ No ☐ Yes

Has the organization used a commercial co-venture? *

Does the organization solicit or intend to solicit contributions from the general public in the State of New Jersey (including through the sale of merchandise)? *

☒ No ☐ Yes

Does the organization solicit funds under any other name(s)? *

☒ No ☐ Yes

Has the organization used a commercial co-venture? *

☒ No ☐ Yes

Answer 'No' to all other questions on this page and click on 'Next' when finished

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PTA MERCER CTY COUNCIL: Create Charity Registration

54%

Initial/Renewal (CRI-200)

Does the organization register or solicit in other states? *

☒ No ☐ Yes

Has the organization ever been enjoined in any jurisdiction from soliciting contributions or has it been found to have engaged in unlawful practices in the solicitation of contributions or the administration of charitable assets? *

☒ No ☐ Yes

Has the organization's charity registration been denied, suspended or revoked by any jurisdiction or state? *

☒ No ☐ Yes

Has the organization voluntarily entered into an assurance of voluntary compliance agreement or any similar order or legal agreement with any jurisdiction, state or federal agency or officer? *

☒ No ☐ Yes

Has the organization's charity registration been denied, suspended or revoked by any jurisdiction or state? *

☒ No ☐ Yes

Has the organization voluntarily entered into an assurance of voluntary compliance agreement or any similar order or legal agreement with any jurisdiction, state or federal agency or officer? *

☒ No ☐ Yes

Enter the name, title, street address, telephone number and salary of each officer, director and trustee. This question cannot be answered by reference to the IRS 990.

Title	Director/Trustee Name ↕	Created On
Add a Director/Trustee		

There are no records to display.

Does the organization have five employees that are compensated the most? *

☒ No ☐ Yes

Has any officer, director and trustee been adjudged liable in any administrative or civil action, or been convicted in a criminal action involving theft, fraud or deceptive business practices? *

☒ No ☐ Yes

Click on 'Add a Director/Trustee to add officer information again—president, treasurer and recording secretary. On compensation line put a '0'

Answer no to other questions on this page and when done click on 'Next'

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PTA MERCER CTY COUNCIL: Create Charity Registration

63%

Upload Documents

Documents that are listed in **red** are required.

Documents that have been uploaded are listed in **green** and require no action on your part.

This is where you have to upload the completed Signature Certification Pages. Scan the pages and upload here.

To upload a document click the icon on the right most column of the document to be uploaded. Select Upload Document from the menu. An upload window will appear, select the file to be uploaded by clicking the Browse button on the window. Once you have selected the file from your computer click the Upload button to complete the process. Repeat this process for each document to be uploaded.

Document Type				Upload Status	Uploaded On
CRI 200 Signature Page				Pending	

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Next

Once you have uploaded the documents, click 'Next' and if done correctly, you will see a page that looks like this—click 'Next' on this page also.

Type here to search

4:19 PM 8/12/2018

Upload Documents

63%

Documents that are listed in **red** are required.

Documents that have been uploaded are listed in **green** and require no action on your part.

To upload a document click the icon on the right most column of the document to be uploaded. Select Upload Document from the menu. An upload window will appear, select the file to be uploaded by clicking the Browse button on the window. Once you have selected the file from your computer click the Upload button to complete the process. Repeat this process for each document to be uploaded.

Document Upload Successful

Document Type

Upload Status

Uploaded On

✓	CRI 200 Signature Page	Uploaded	8/12/2018 4:20:41 PM
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STATE OF NEW JERSEY

PAYMENT PROCESSING SERVICES

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information

Transaction Summary

Description	Amount
Charity Registration	\$30.00
TOTAL	\$30.00

Customer Billing Information

Name *
Stephanie Bowe

Company Name
PTA MERCER CTY COUNCIL

Billing Address *
5 Michele Court

Billing Address 2

ZIP/Postal Code *

08619

Phone Number

###-###-#### or #####

609-439-2365

Fax Number

###-###-#### or #####

Email Address *

Please enter your email address.

placeandfall@yahoo.com

Receipt Email Addresses

Enter the email addresses you want copies of the confirmation receipt sent to.

VERIFICATION CODE



printed on back of most credit cards
printed on front of American Express

Continue

Cancel Payment

When you are finished filling in your credit card information, click 'Continue'



STATE OF NEW JERSEY

PAYMENT PROCESSING SERVICES

Review your payment information below Order for PTA MERCER CTY COUNCIL

Transaction Summary

Description	Amount
Charity Registration	\$30.00
TOTAL	\$30.00

Customer Billing Information

Customer Name
Stephanie Bowe
Company Name
PTA MERCER CTY COUNCIL
Billing Address
5 Michele Court
Billing Address 2
Billing City
Mercerville

Country
US
State
NJ
ZIP/Postal Code
08619
Phone Number
[609-439-2365](tel:609-439-2365)
Fax Number
Email Address
placeandfall@yahoo.com

Recel
isses

Payment Method

Credit Card Type
DISC
Credit Card Number
*****7595
Expiration Date
09 2021
Name on Credit Card
Stephanie A. Bowe
Verification Code

Make Payment

Cancel Payment

Edit

*****Be sure to fill in your email address so that you receive a receipt for this payment.

After you enter the credit card information and click on 'Continue' you will be brought to this page to check the information — if it is correct, click on 'Make Payment'



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PTA MERCER CTY COUNCIL: Create Charity Registration

90%

Submit Registration Payment

Congratulations, Your payment was successful!

Please print a copy of this page for your charity registration records. We suggest you keep the printed copy of the payment information with all other documents relating to your Charity Registration for the Fiscal Year End you just filed.

Order #: 68394642

NJ Reference ID: PWCC-193514

Please save this information for your records

Billing Details

Stephanie Bowe

US

placeandfall@yahoo.com

Payment Details

Payment Method	DISCOVER
Name on Card	Stephanie A. Bowe
Card #	*****7595
Expiration Date	09/2021
Total Paid	\$30.00

Payment received August 12, 2018 04:26:16 PM EDT

[Previous](#)

[Return to Charity Registrations](#)

Liquid error: Value cannot be null. Parameter name: 'key'

If you see this page you have been successful in filing and paying. You can print this page for your records but you will also get a receipt sent to your email.