

PO Box 526 • Richmond, VA 23218-0526
(804) 786-1343 • www.vdacs.virginia.gov

REMITTANCE FORM
Professional Solicitor
Form 104

Registration Fee	<u> \$500 </u>	(910-02682)
Late Fee*	<u> </u>	(910-02194)
Total Fees Paid	<u> </u>	
Check Number	<u> </u>	

Make check payable to the Treasurer of Virginia

Organization Name: _____

Address: _____

***LATE FEE** – A late filing fee of \$250 will be assessed to any professional solicitor who fails to register prior to any solicitation or to any professional solicitor who fails to renew their registration by the renewal date.

The Code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past-due accounts in accordance with guidelines promulgated by the Virginia Department of Accounts.

PLEASE ATTACH THE COMPLETED REMITTANCE FORM TO THE FRONT OF THE REGISTRATION FORM WITH YOUR CHECK ATTACHED AND MAIL TO:

Virginia Department of Agriculture and Consumer Services
PO Box 526
Richmond, VA 23218-0526

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**

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OCR-P-104 Revised 10/2020

**REGISTRATION STATEMENT FOR PROFESSIONAL SOLICITOR
FORM 104**

Please choose the type of registration:

	Initial Registration
	Annual Renewal

NOTE: Unless otherwise noted, all information provided on this form and attachments must be for the CURRENT year.

1. Primary Name: _____
2. List any other names under which you may conduct business in Virginia (use additional sheet if needed):

3. **Physical Address:** _____
- City: _____ State: _____ Zip: _____
- Phone: _____

Mailing Address (if different from physical address): _____

City: _____ State: _____ Zip: _____

4. List addresses and telephone numbers of any other offices located in Virginia:

5. Contact Information:
- Contact Name: _____
- Contact email address*: _____ Contact Phone: _____
- Internet/URL: _____

Do you prefer to be contacted via email? Yes No

***The email address entered above will be used for correspondence/notifications unless an alternate email address is indicated here:** _____

6. Business Type (Check One):
- | | |
|---------------------|---------------------|
| Corporation | Limited Partnership |
| Sole Proprietorship | LLC |
| Other: _____ | |

9. Name and address of designated agent located within the Commonwealth of Virginia for receipt of process (service of legal documents). **NOTE: If no agent is designated, the organization shall be deemed to have designated the Secretary of the Commonwealth.**

Address

Zip Code

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14. Are any of the members, partners, officers, directors or executive personnel of the professional solicitor filing this registration also members, partners, officers, directors or executives of, or otherwise associated with, any civic or charitable organization with which this professional solicitor has contracts?

Yes No If "Yes," provide the following information (use additional pages if necessary):

Name of Individual	Name of Organization	Connection with organization

15. Has the professional solicitor maintained during each solicitation campaign and for not less than three (3) years after each campaign's completion, the following records (pursuant to the requirements under §57.61(F) of the Code of Virginia)?

	Records (check all that apply):
	The name and address of each contributor and the date and amount of the contribution.
	The name and residence address of each employee, agent, or other person involved in the solicitations.
	Records of all expenses incurred in the course of the solicitation campaign(s).
	The account number and location of all bank accounts where receipts from each campaign were deposited. If the charity-client receives all funds directly from donors, "check" here*:

***By checking this box, the solicitor is certifying all records are kept according to Law. If these records are not kept, please provide a written explanation.**

16. Pursuant to §57.61(B), each professional solicitor shall file an **ORIGINAL** surety bond in the amount of \$20,000 and shall maintain the bond in effect so long as the registration is in effect. The bond shall run to the Commonwealth of Virginia for the use in reimbursement for any penalties or losses resulting from malfeasance, nonfeasance or misfeasance in the conduct of solicitation activities.

A. For an **INITIAL** registration: Has the **ORIGINAL**, signed surety bond and Power of Attorney been included with this registration application? YES NO

If "NO," provide explanation: _____

B. For a **RENEWAL** registration: please provide the following information:

- Insurance company name: _____
- Bond number: _____
- Date issues/effective: _____
- Certificate of Continuation for surety bond on file.

17. Attach a list of officers and directors if the organization is a corporation or the names of the partners or principal owner and executive personnel if it is a partnership or sole proprietorship.

18. Attach a list of the names, addresses and Federal Employer Identification numbers (FEIN) of all charitable and civic organizations with which your organization has **CURRENT** contracts to solicit contributions in Virginia and with the dates (from mo/yr, to mo/yr) that each contract covers.
19. Attach a list of the names, addresses and Federal Employer Identification number (FEIN) of all the charitable or civic organizations for which your organization solicited in the past twelve (12) months.
20. Attach a list with the full names and home addresses of all individuals employed by the organization to supervise the solicitation of contributions **occurring** in Virginia, and the terms of their remuneration (e.g. salary, commission, bonus, etc).
21. Attach solicitation notices (Form 120) for all current campaigns, not previously filed.
22. For an **INITIAL REGISTRATION**: If the organization is incorporated, a copy of the certificate of incorporation, articles of incorporation and amendments. If unincorporated, any other governing documents. For a **RENEWAL REGISTRATION**: copies of any amendments to the governing documents, not previously filed.

Except as otherwise provided, all information required to be filed under Chapter 5 of Title 57 of the Code of Virginia shall become public records in the Office of the Commissioner, and shall be open to the general public for inspection. You are required by Law to supply this information as a prerequisite to the soliciting of charitable contributions. If you do not provide this information, you may not solicit in Virginia.

REQUIRED ATTACHMENTS

I (We) have attached the following required attachments (Check all that apply):

☐	Remittance form and check for \$500, plus \$250 late fee if applicable, made payable to "Treasurer of Virginia."
☐	Copies of any applicable Court Orders. (Questions 10 & 11)
☐	List of states/governmental agencies with which the organization is registered. (Question 12)
☐	Statement describing the facts surrounding past denial(s) of licenses, registrations, etc. (Question 13)
☐	INITIAL REGISTRATION : Original, signed surety bond and power of attorney. RENEWAL REGISTRATION : Certificate of Continuation. (Question 16)
☐	Listing of officers and directors or partners. (Question 17)
☐	CURRENT YEAR : List of the names, addresses and FEINs of all charitable and civic organizations with which your organization has CURRENT contracts and list the dates (from mo/yr, to mo/yr) that each contract covers, for which solicitations for contributions will occur in Virginia. (Question 18)
☐	PAST YEAR : A list of the names, addresses and FEINs of all charitable and civic organizations for which you solicited in the past 12 months in Virginia. (Question 19)
☐	List of the full names and home addresses of all individuals employed by the organization to supervise the solicitation of contributions occurring in Virginia and the terms of their remuneration. (Question 20)
☐	Attach solicitation notices (Form 120) for all current campaigns, not previously filed. (Question 21)
☐	INITIAL REGISTRATION : Copy of governing documents (Question 22). RENEWAL REGISTRATION : Copy of any amendments to governing documents, not previously filed.

OATH OR AFFIRMATION

I, the undersigned, swear or affirm under penalties provided by law that this Registration Statement (including any accompanying appendices) has been examined by me and is, to the best of my knowledge and belief, a true, correct and complete statement for the CURRENT year, pursuant to the laws of the Commonwealth of Virginia. **NOTE: Original/wet signatures are required. Copies or digital signatures will not be accepted.**

Signature of sole proprietor or officer

Print name

Title

Daytime telephone number

Date

Subscribed and sworn before me this _____ **day of** _____, **20**____

Notary Public's signature

Commission expires (date)