



Steps for Starting a Certified Crime Stoppers Organization in Texas

Steps	Form Used	Obtain From	Cost	Completed
Contact Texas Crime Stoppers and speak with other local Crime Stoppers organizations	----	866-220-4357 512-463-1784	----	
Establish a Board of Directors	----	----	----	
Determine a mission and value statement for the organization	----	----	----	
Meet with local law enforcement agencies and draw up a cooperating agreement.	Cooperating Agreement	----	----	
Create a name for the organization, and check with the Texas Secretary of State's Office to see if the chosen name is available to reserve. (optional)	501	Office of the Texas Secretary of State	\$40	
Develop and file the Articles of Incorporation with the Secretary of State	----	----	----	
Draft and approve the organizational bylaws and reward determination schedule	----	----	----	
Incorporate as a nonprofit organization	202	Office of the Texas Secretary of State	\$25	
Apply for a Federal ID Number (EIN)	SS-4	Internal Revenue Service (IRS)	\$0	
Develop a business plan for the organization and create a budget	----	----	----	
Obtain Directors & Officers Insurance and Liability Insurance	----	----	----	
Apply for federal tax exemption from the IRS (can take up to 6 months)	1023, 8718, and 557	Internal Revenue Service (IRS)	\$150 or \$500 (depends on anticipated gross receipts)	
Register for Crime Stoppers training	----	Texas Crime Stoppers Training	Varies	
Apply for certification	Application for Certification and Conditions of Certification Form	Texas Crime Stoppers Training	\$0	
Apply for the state of Texas sales, franchise, and property tax exemptions (each separately) with the Comptroller's office	AP-205	Texas Comptroller's Office	\$0	
Apply for a surety bond.	----	----	----	
Open an operational and a restricted bank account.	----	----	----	

Links to all forms and additional information are available at <http://www.crimestoppers.txstate.edu>

For information on how to maintain your program, see *Recordkeeping: Tips for Maintaining Your Program*