EMW LAW

NONPROFIT FORMATION & CONSULTING SERVICES FEE SCHEDULE

At EMW LAW, we utilize a bundled, flat-fee billing structure for certain legal matters. This means that we establish a set fee for each event or action in your case and group these services into bundled packages based on the different stages of the legal process. Clients are required to pay an initial retainer fee—covering both legal services and anticipated expenses—before we begin work on their case. Additional fees may be required at various stages of representation.

The fee schedule below outlines the legal fees applicable to each phase of a case. Not all fees will apply to every matter, and clients will only be charged for the services provided. All fees are due upon invoicing.

Attorney's Fees	
Description	Amount
Form Domestic Alabama Nonprofit Corporation	$500
Change Name of Domestic Alabama Nonprofit Corporation's Registered Agent/Office	$250
Change Name of Domestic Alabama Nonprofit Corporation	$250
Dissolve Alabama Nonprofit Corporation	$500
Draft Custom Nonprofit Bylaws with up to Two (2) Revisions by Attorney	$750 +
Provide Basic Nonprofit Bylaws Template with No Assistance from Attorney	$50
Complete & Email Application for Sales Tax Certificate of Exemption to AL Dept. of Rev.	$500
Complete and E-File IRS Form 1023 EZ tax-exempt application with IRS	$750
Complete and E-File IRS Form 1023 tax-exempt application with IRS	$2,500

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Explanation of Fees

Form Domestic Alabama Nonprofit Corporation as follows:

- Complete and E-File nonprofit corporation formation documents with AL Secretary of State;
- Obtain Employee Identification Number (EIN) from IRS; and
- Electronically deliver Nonprofit Corporation Certificate of Formation, Name Reservation Certificate, and EIN Confirmation Letter via secure client portal.

Change Name of Domestic Alabama Nonprofit Corporation's Registered Agent/Office as follows:

- Complete and E-File Change of Registered Agent or Office documents with AL Secretary of State; and
- Electronically deliver Change of Registered Agent or Office Documents via secure client portal.

Change Name of Domestic Alabama Nonprofit Corporation as follows:

- Complete and E-File limited nonprofit name change documents with AL Secretary of State;
- Fax notification of name change to the IRS; and
- Electronically deliver Nonprofit Name Change Documents via secure client portal.

Dissolve Domestic Alabama Nonprofit Corporation as follows:

- Complete and E-File nonprofit dissolution documents with AL Secretary of State;
- Fax notification of dissolution to the IRS; and
- Electronically deliver Nonprofit Dissolution Documents and Notification of Dissolution to the IRS via secure client portal.

Draft Custom Nonprofit Bylaws with up to Two (2) Revisions by Attorney as follows:

- Draft custom nonprofit bylaws with up to two (2) revisions;
- Obtain electronic signatures from all requisite parties on custom nonprofit bylaws; and
- Electronically deliver fully-executed custom Nonprofit Bylaws via secure client portal.

Provide Basic Nonprofit Bylaws Template with No Assistance from Attorney

- Electronically deliver basic nonprofit bylaws template in Word format via secure client portal.

Complete and Email Application for Sales Tax Certificate of Exemption to Alabama Dept. of Revenue as follows:

- Complete and email application for sales tax certificate of exemption to the Alabama Dept of Revenue; and
- Confirm client's receipt of Alabama Sales Tax Certificate of Exemption.

Complete and E-File IRS Form 1023 EZ tax-exempt application with IRS as follows:

- Complete and E-File 1023 EZ tax-exempt application with IRS;
- Obtain tax-exempt determination letter from the IRS; and
- Confirm receipt of tax-exempt determination letter when available.

Complete and E-File IRS Form 1023 tax-exempt application with IRS as follows:

- Complete and E-File 1023 tax-exempt application with IRS;
- Obtain tax-exempt determination letter from the IRS; and
- Confirm client's receipt of tax-exempt determination letter when available.

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Estimated Expenses	
Description	Amount
Alabama Secretary of State Name Reservation Fee	$25
Alabama Secretary of State Certificate of Formation Filing Fee	$200
Alabama Secretary of State Certificate of Amendment Filing Fee	$104
Alabama Secretary of State Dissolution Filing Fee	$100
IRS 1023 EZ Application Filing Fee	$275
IRS 1023 Application Filing Fee	$600
Processing Fees	$25

We offer an expedited service fee of $500 which allows for electronic delivery of Nonprofit Certificate of Formation, Name Reservation Certificate, and EIN Confirmation Letter within 2 hours of payment and completion of intake form Monday-Friday from 8am-5pm, with the cutoff time for receipt of payment and intake form being 3:00pm for same day service.