

CHECKLIST OF IMPORTANT DOCUMENTS TO UPLOAD TO YOUR ACCOUNT

Please use the list below to locate as many of the following important documents as possible to upload them to your account for safekeeping and quick access:

- Founding documents (e.g.: Church Charter or Church Constitution)
- Your Church's Articles of Incorporation
- Additional Documents Filed with your state's Secretary of State
- Your Church's Federal Employment Identification Number (EIN)
- Your Church's Statement of Faith
- Copy of Church's Chain of Command
- Your Church's Current Bylaws
- Your Church's Previous Board Resolutions
- Your Church's Previous Board Meeting Minutes
- Your Church's Associational Documents with Denomination or other Church Association
- Your Church's Previous Tax Filings or Tax-Exemption related documents
- Your Church's Current Employee Handbook or Policies
- Your Church's Current Employee Contracts or Agreements
- Other Policies Currently In Force
- Contact List for Board of Directors & other Church Leadership
- Copies of Lease or other Real Estate Agreements
- Copies of Various Insurance Policies
- Copies of Prior Claims or Litigation Involving Church
- Copies of Various Vendor Agreements
- Copies of Independent Contractor Agreements