



## Food Assistance - Alternate 501(c)(3) Church Verification Form

Washington State Department of Agriculture (WSDA) Food Assistance programs require a participating food pantry or meal program to have current proof of 501(c)(3) status with the Internal Revenue Service (IRS). If a church does not have proof of 501(c)(3) status they may be required to complete this form and obtain verification of a local elected official that the organization is recognized in the community as a church. Contractors are authorized to request subcontractors to complete this church verification form. A "church" may include conventions and associations of churches as well as integrated auxiliaries of a church.

Please check the applicable boxes below (and include documentation where applicable):

The organization has not applied to the IRS for 501(c)(3) status and been denied.  
The organization has not had its 501(c)(3) status revoked by the IRS.

The IRS uses 14 characteristics to determine whether an organization qualifies as a church. In accordance with this provision, the WSDA requires that a church without current proof of 501(c)(3) status declare that **at LEAST 9** of these characteristics are evidenced by its program. Documentation of checked items must be provided where appropriate. The characteristics are as follows (please check all items that apply):

- A. A distinct legal existence
- B. A recognized creed and form of worship
- C. A definite and distinct ecclesiastical government
- D. A formal code of doctrine and discipline
- E. A distinct religious history
- F. A membership not associated with any other church or denomination
- G. A complete organization of ordained ministers ministering to their congregations
- H. Ordained ministers elected after completing prescribed courses of study
- I. A literature of its own
- J. Established places of worship
- K. Regular congregations
- L. Regular religious services
- M. Sunday schools for religious instruction of the young
- N. Schools for the preparation of its ministers

As a duly authorized officer of (church name), I declare under penalty of perjury that this organization meets the above requirements indicated for the identification as a church.

As an elected official of (community/city name), I confirm to the best of my knowledge that the above organization meets the requirements indicated for the identification as a church.

Signed: \_\_\_\_\_  
Signature of Pastor

Signed: \_\_\_\_\_  
Signature of Elected Official

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

### Food Pantry / Meal Program Information:

Pantry/Meal Program Name:

Director/Contact Name: