

Form 1023-EZ Filing Packet

Prepared for Riverside Youth Robotics Club

This is your personalized answer key for the Form 1023-EZ eForm on pay.gov. It is not legal advice, and EasyNonprofitFiling.com does not submit this filing on your behalf -- you review these answers and enter them yourself at pay.gov.

Part I -- Identification of Applicant

Full name of organization:

Riverside Youth Robotics Club

Care of name:

Leave blank unless you receive mail in care of another person or organization

EIN:

12-3456789

Month tax year ends:

12

Mailing address:

123 Example Street
Riverside, CA, 92501

Person to contact:

Jordan Rivera, President

Contact telephone number:

555-010-1234

Fax number:

Leave blank

Date incorporated / organized:

January 15, 2026

State of organization:

CA

Website:

<https://example.org>

Organization email:

hello@example.org

Part II -- Organizational Structure

Organization type:

Corporation

Organizing document on file:

Yes

Bylaws adopted:

Yes

Do you have the right organizing document for your structure?:

Yes

Does it limit your purpose to 501(c)(3) purposes?:

Yes

Does it avoid giving you broad powers to run non-charitable activities?:

Yes

Does it send remaining assets to another 501(c)(3), the government, or another exempt public purpose if you shut down?:

Yes

Part III -- Your Specific Activities

NTEE code:

B94

Mission/activity summary for Pay.gov:

To introduce underserved youth to STEM careers through hands-on robotics education.

Working notes on primary activities:

After-school robotics workshops, a summer robotics camp, and an annual regional competition for students ages 10-18.

Exempt purpose boxes to check:

Educational and Charitable

Will you try to influence legislation?:

No

Will you pay officers, directors, or trustees?:

No

Will you donate funds to, reimburse, or pay expenses for specific individuals?:

No

Will you make grants or run activities outside the United States?:

No

Will you have loans, rents, payments, or other financial transactions with insiders or their businesses?:

No

Will you have \$1,000 or more from a business activity unrelated to your exempt purpose?:

No

Will you run bingo, raffles, casino nights, or other gaming?:

No

Will you provide disaster relief?:

No

Part IV -- Foundation Classification & Financial Data

Projected average annual gross receipts:

\$32,000

Highest annual gross receipts (past 3 years):

\$0

Total assets:

\$8,000

Foundation classification to select:

Public charity -- publicly supported under sections 509(a)(1) and 170(b)(1)(A)(vi)

Support summary for your records:

Most support is expected to come from small donations, local business sponsorships, and community grants.

Automatic revocation / reinstatement:

Not a reinstatement

Eligibility Worksheet Record

Keep this section with your records. The worksheet is not submitted with Form 1023-EZ, but the IRS says you should retain it.

Do you expect to receive more than \$50,000 in any of the next 3 years?:

No

Did you receive more than \$50,000 in any of the past 3 years?:

No

Are your total assets worth more than \$250,000?:

No

Were you formed outside the United States or its territories?:

No

Is your mailing address outside the United States or its territories?:

No

Are you taking over a for-profit business, another nonprofit, or a previously denied/revoked organization?:

No

Are you anything other than a nonprofit corporation, trust, or unincorporated association?:

No

Are you a church, school, college, university, hospital, or medical/agricultural research organization?:

No

Are you a credit counseling organization, HMO, ACO, donor-advised fund sponsor, supporting organization, or testing-for-public-safety organization?:

No

Will you run foreign programs, work with federally prohibited controlled substances, or create/exchange/distribute digital assets?:

No

Are you asking to be a private operating foundation or running a complex grant-making structure?:

No

Officers, Directors & Trustees

Name	Title	Address
Jordan Rivera	President	123 Example Street, Riverside, CA, 92501
Sam Chen	Treasurer	456 Sample Ave, Riverside, CA, 92501
Alex Patel	Secretary	789 Placeholder Blvd, Riverside, CA, 92501

Signature

Signer name:

Jordan Rivera

Signer title or authority:

President

On Pay.gov, this person will check the penalties-of-perjury box and type their name as the electronic signature.

Pre-Filing Checklist

- ☐ Confirm your legal name exactly matches the organizing document and EIN record.
- ☐ Confirm the organizing document has a 501(c)(3) purpose clause, no improper non-exempt powers, and a compliant dissolution clause or state-law equivalent.
- ☐ Keep a copy of the eligibility worksheet answers in this packet.
- ☐ Confirm each officer/director/trustee listed here is current and has a mailing address.
- ☐ Confirm the signer is authorized to sign for the organization.
- ☐ Resolve every 'Not sure' answer in this packet before submitting.

Next steps

1. If you don't have an EIN yet, apply for free at irs.gov/ein before starting the pay.gov form.
2. Go to pay.gov and search for "Form 1023-EZ".
3. Enter the answers above into the matching fields on each pay.gov screen. Do not attach this packet to the Pay.gov form.
4. Pay the IRS user fee directly to pay.gov when prompted (separate from what you paid us).
5. Preview or print the Pay.gov application for your records before submitting.
6. Submit the form and save your confirmation number.
7. After approval, calendar your annual Form 990-N, 990-EZ, or 990 filing requirement.