

Deadline to complete 2017 CFC listing

Email from Office of Personnel Management to all 2017 CFC applicants, Sept. 19, 2017

2017 CFC Applicants:

Thank you for your continued interest in participating in the 2017 Combined Federal Campaign. We appreciate your patience throughout the new application process.

OPM has set the annual date to complete listing to October 3, 2017. Approved charities have until this date to complete listing information and to pay the listing fee; this date is final. The listing fee is different than the application fee and approved organizations that have not paid the fee by October 3 will not be listed in the 2017 CFC Charity List. There are no waivers of the fee and requests for reconsideration will not be considered. See the [Schedule of Application Fees and Listing Fees](#).

OPM is in the process of reviewing all appeals for denied charities. Please note that the 2017 charity listing is not final until all appeals have been adjudicated. Charities that are successful in their appeals will receive notification prior to October 3 in order to complete listing by the deadline. Listing information and fees will not be accepted after that deadline, and charities and federations that fail to pay their fee by the deadline will not be allowed to participate in the 2017 campaign.

When a charity is approved, it must complete its listing via the online [Charity System](#). If you have not already submitted your listing information, you may begin to prepare the information below:

- DBA ('doing business as') name and supporting documentation (optional; must be in PDF format)
- A 256-character Listing Statement (formerly the 25-word statement) describing your organization's mission;
- The organization's dedicated phone number;
- Bank information for electronic fund transfer (EFT) payments, for federations and independents only (not federation member organizations);
- The CFC Auto-Response Element (CARE) Statement, a 'thank you' statement shared on-screen with donors that make designations to your organization;
- National Taxonomy of Exempt Entities (NTEE) codes related to your organization's mission;
- Your organization's logo (optional; must be less than 500kb and in .png, .jpg, or .jpeg format)
- Volunteer solicitation information

We'd also like to remind you that the online system accepts multiple email points of contact for each application submitted through CFCcharities.opm.gov. If you currently have only one person associated with your application, we encourage you to add a second person (or several people) now. This will help ensure important email messages and announcements we send reach someone at your organization. If you need assistance doing this, please contact CFC Customer Care:

Toll Free — [\(888\)232-4935](tel:(888)232-4935)
Local/Int'l — [\(608\)237-4935](tel:(608)237-4935)
TTY Toll Free — [\(800\)203-6280](tel:(800)203-6280)
TTY Local/Int'l — [\(608\)268-7740](tel:(608)268-7740)

This notification was sent to all charities that submitted a 2017 CFC application. Please disregard if you have submitted your listing information. If you have withdrawn your application or have decided not to upload listing information and pay the fee, you do not need to contact OPM or Customer Care.

Respectfully,

Office of CFC