

How to File for Non-Profit /Tax Exempt Status

Understanding the
Non-Profit/Tax Exempt
Filing Process

Do you know your NAPS Branch Tax Status?



Filing for Non-Profit/Tax Exempt Status

Why Become A Tax Exempt 501(c)(5)?

- Tax-exempt (Non-Profit) organizations do not pay federal income taxes on revenue in excess of expenses
- May not be required to pay State income taxes
- Most financial institutions waive banking fees
- IRS Form 990, 990-EZ or 990-N (*ePostcard*) may be simpler than annual *Corporate* Form 1120 or *Partnership* Form 1065, K-1 and Schedule E
- If you do not choose to become tax-exempt then consider election as corporation over partnership



Filing for Non-Profit/Tax Exempt Status

General Tax Exempt 501(c)(5) Information

- Majority of states do not allow 501(c)(5) tax-exempt organizations to avoid paying state sales tax (check respective State rules)
- Some state laws, Non-Profit organization may not be sued
- Tax Exempt 501(c)(5) organizations do not allow for tax deduction contributions
- There is a cost to file for non-profit/tax exemption: **\$600**



Filing for Non-Profit/Tax Exempt Status

Tax Exempt 501(c)(5) Responsibilities

- Prior to 2007, tax filing was not mandated for most non-profit organizations
- In 2007, IRS law changed. Every non-profit organization had to file a 990 tax return for 3 consecutive years
- A non-profit (tax-exempt) organization that failed to file the required IRS 990, 990-EZ, 990-N (*e-Postcard*) for three consecutive years automatically lost its tax-exempt status
- After December 31, 2012 must reapply for non-profit



Tax Exempt/Non-Profit Filing

Where to Start?

1. Confirm NAPS branch has an Employer Identification Number (EIN)
2. No EIN, Request from IRS before proceeding
3. If EIN, verify NAPS Branch's Tax Exempt Status
4. If not, Tax-Exempt, apply for non-profit status
5. Prepare branch documents including financials for Tax Exempt/Non-Profit filing with IRS
6. Complete & Submit IRS Tax Exempt/Non-Profit tax applications (IRS Form 1024 & 8718)
7. Pay Non-Profit User Fee of \$600
8. Retain Tax-Exempt/Non-Profit Documentation
9. File Tax Exempt Taxes (990, 990-EZ or 990-N (ePostcard))

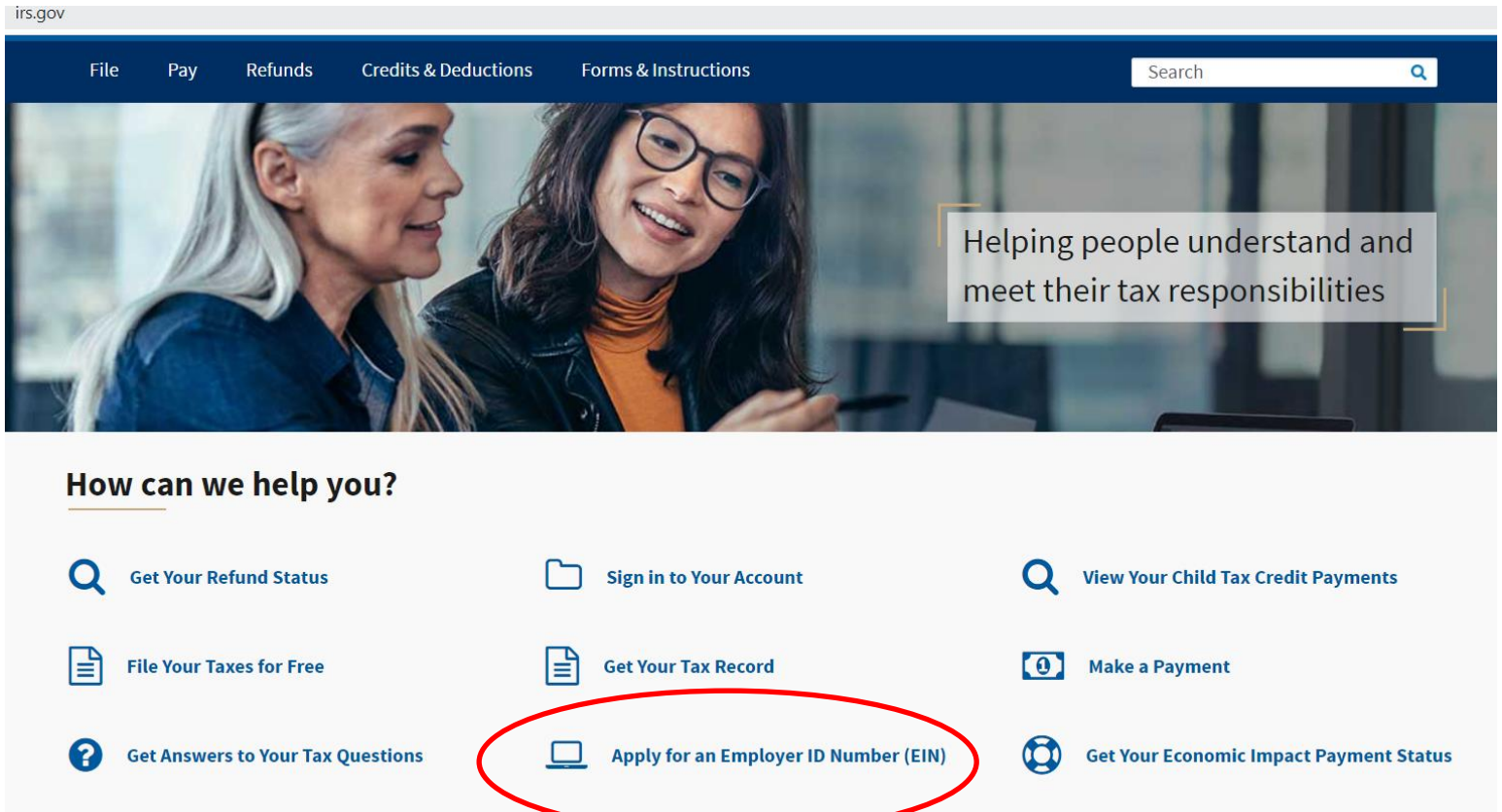
Tax Exempt/Non-Profit Filing Getting Started!

- Request an Employer Identification Number (EIN) if branch does not already have one
- SS-4 – Application for Federal Employer Identification Number (EIN). May be requested online at www.irs.gov. Simplest way
- Free service offered by the Internal Revenue Service
- Check with your state if branch needs state number or charter
- In the IRS “search” type *EIN SS4*. Follow the instructions to apply on-line for EIN
- May also apply by mail—a longer process



Filing for Non-Profit/Tax Exempt Status Requesting an EIN

www.irs.gov



The screenshot shows the IRS website homepage. At the top, there is a navigation bar with links for "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions". A search bar is located on the right side of the navigation bar. Below the navigation bar is a large banner image featuring two women, one with white hair and one with dark hair and glasses, looking at a document. A text box on the right side of the banner reads: "Helping people understand and meet their tax responsibilities". Below the banner is a section titled "How can we help you?" with a grid of nine service tiles. The tile for "Apply for an Employer ID Number (EIN)" is circled in red. The other tiles include: "Get Your Refund Status", "Sign in to Your Account", "View Your Child Tax Credit Payments", "File Your Taxes for Free", "Get Your Tax Record", "Make a Payment", "Get Answers to Your Tax Questions", and "Get Your Economic Impact Payment Status".

irs.gov

File Pay Refunds Credits & Deductions Forms & Instructions Search

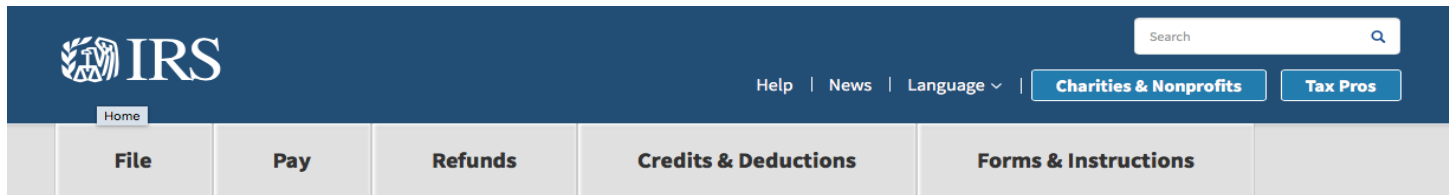
Helping people understand and meet their tax responsibilities

How can we help you?

- Get Your Refund Status
- Sign in to Your Account
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- File Your Taxes for Free
- Get Your Tax Record
- Make a Payment
- Get Answers to Your Tax Questions
- Apply for an Employer ID Number (EIN)**
- Get Your Economic Impact Payment Status



Filing for an EIN



[Home](#) > [File](#) > [Businesses and Self-Employed](#) > [Small Business and Self-Employed](#) > [Employer ID Numbers](#)
> [Apply for an Employer Identification Number EIN Online](#)

Apply for an Employer Identification Number (EIN) Online

[English](#) | [Español](#)

Individuals

International Taxpayers

Businesses and Self-Employed

Small Business and Self-Employed

Employer ID Numbers

Business Taxes

Reporting Information Returns

Self-Employed

Starting a Business

Operating a Business

Closing a Business

Industries/Professions

Small Business Events

Online Learning

Large Business

Corporations

Government Entities



Hours of Operation

Monday to Friday, 7 a.m. to 10 p.m. Eastern Standard Time.

Step 1: Determine Your Eligibility

- You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.
- The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
- You are limited to one EIN per [responsible party](#) per day.
 - The "responsible party" is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application

- You must complete this application in one session, as you will not be able to save and return at a later time.
- Your session will expire after 15 minutes of inactivity, and you will need to start over.

Step 3: Submit Your Application

- After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.

[Apply Online Now](#)

Related Topics

- [State and Federal Online Business Registration](#)
- [Online EIN Frequently Asked Questions](#)
- [Employer ID Numbers](#)
- [System Requirements](#)
- [Privacy Act Statement and Paperwork Reduction Act Notice](#)
- [Businesses with Employees](#)



Filing for an EIN



EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.



Filing for an EIN



EIN Assistant

Your Progress: 1. Identify 2. **Authenticate** 3. Addresses 4. Details 5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."

- [Sole Proprietor](#)
Includes individuals who are in business for themselves and household employers.
- [Partnerships](#)
Includes partnerships and joint ventures.
- [Corporations](#)
Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.
- [Limited Liability Company \(LLC\)](#)
A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.
- [Estate](#)
An estate is a legal entity created as a result of a person's death.
- [Trusts](#)
All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.
- View Additional Types, Including Tax-Exempt and Governmental Organizations**
If none of the above fit what you are establishing, there are several others to choose from.

Help Topics

- [? What if I do not know what type of legal structure or organization to choose?](#)

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Continue >>



Filing for an EIN



EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Additional Types

Choose the type you are applying for. You can click the underlined terms for a description.

- [Bankruptcy Estate \(Individual\)](#)
- [Block/Tenant Association](#)
- [Church](#)
- [Church-Controlled Organization](#)
- [Community or Volunteer Group](#)
- [Employer/Fiscal Agent \(under IRC Sec 3504\)](#)
- [Employer Plan \(401K, Money Purchase Plan, etc.\)](#)
- [Farmers' Cooperative](#)
- [Government, Federal/Military](#)
- [Government, Indian Tribal Governments](#)
- [Government, State/Local](#)
- [Homeowners/Condo Association](#)
- [Household Employer](#)
- [IRA](#)
- [Memorial or Scholarship Fund](#)
- [National Guard](#)
- [Plan Administrator](#)
- [Political Organization](#)
- [PTA/PTO or School Organization](#)
- [REMIC](#)
- [Social or Savings Club](#)
- [Sports Teams \(community\)](#)
- [Withholding Agent](#)
- [Other Non-Profit/Tax-Exempt Organizations](#)

Help Topics

- [? What if I still do not know what type of structure or organization to choose?](#)

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Filing for an EIN



EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

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5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Other Non-Profit/Tax-Exempt Organizations** as the type of structure applying for an EIN.

What it is...

- A non-profit organization is an entity organized and operated for one or more of the purposes listed under Section 501(a) of the Internal Revenue Code.

What it is not...

- A business or organization organized for profit.
- A sole proprietorship or partnership.

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type

Continue >>

Help Topics

- ? [What is the difference between non-profit and tax-exempt status?](#)
- ? [How does my organization receive formal recognition as a tax-exempt organization by the IRS?](#)
- ? [What if I am not sure my organization would qualify as a tax-exempt organization?](#)



Filing for an EIN



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

Why is the Non-Profit/Tax-Exempt Organization requesting an EIN?

Choose one reason that best describes why you are applying for an EIN.

- Started a new business**
Select this option if you are beginning a new business.
- Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- Purchased active business**
Select this option if you are purchasing a business that is already in operation.

[Continue >>](#)

Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)

[IRS Privacy Policy](#)



Filing for an EIN



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress: **1. Identify ✓** | 2. Authenticate | 3. Addresses | 4. Details | 5. EIN Confirmation

Please tell us about the Responsible Party.

* Required fields

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

SSN/ITIN * - -

Choose One: *

- I am a responsible and duly authorized [member](#) or [officer](#) having knowledge of this organization's affairs.
- I am a third party applying for an EIN on behalf of this organization.

Before continuing, please review the information above for typographical errors.

[IRS Privacy Policy](#) | [Accessibility](#)



Filing for an EIN



EIN Assistant

Your Progress: 1. Identify ✓ 2. Authenticate ✓ 3. Addresses 4. Details 5. EIN Confirmation

Where is the Non-Profit/Tax-Exempt Organization physically located?

* Required fields

The only special characters allowed for street and city are - and /.
Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street *

City *

State/U.S. territory *

ZIP code *

Phone number * - -

Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the "Care Of" name.)

If yes, please enter name:

Do you have an address **different** from the above where you want your mail to be sent? * Yes No

Before continuing, please review the information above for typographical errors.

Note: PO Box address is not acceptable



Filing for an EIN



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses

4. Details

5. EIN Confirmation

Verify your Physical Location.

We have reviewed the [physical location](#) and checked it against our database. You may edit the address, accept it as entered, or accept the database version.

You entered:

1727 KING STREET STE 400
ALEXANDRIA
VA
22314

Edit Physical Location

Accept As Entered

Found in our database:

1727 KING ST STE 400 ◀ Verify
Street
ALEXANDRIA
VA
22314

Accept Database Version



Filing for an EIN



[Help](#) | [Apply for New EIN](#) | [Exit](#)

EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

Tell us about the Non-Profit/Tax-Exempt Organization.

*** Required fields**

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).
The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Legal name of Non-Profit/Tax-Exempt Organization *

Trade name/Doing business as
(only if different from legal name)

County where Non-Profit/Tax-Exempt Organization is located *

State/Territory where Non-Profit/Tax-Exempt Organization is located *

Non-Profit/Tax-Exempt Organization start date *

Before continuing, please review the information above for typographical errors.



Filing for an EIN



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

Tell us more about the Non-Profit/Tax-Exempt Organization.

* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? *

Yes No

Does your business involve [gambling/wagering](#)? *

Yes No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? *

Yes No

Does your business sell or manufacture alcohol, tobacco, or firearms? *

Yes No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? * (Forms W-2 require additional filings with the IRS.)

Yes No

Before continuing, please review the information above.

[Continue >>](#)

Help Topics

[? What is Form 720?](#)





Filing for an EIN

- [Food Service](#)
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- [Health Care](#)
Doctor, mental health specialist, hospital, or outpatient care center.
- [Insurance](#)
Insurance company or broker.
- [Manufacturing](#)
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- [Real Estate](#)
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- [Rental & Leasing](#)
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- [Retail](#)
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- [Social Assistance](#)
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- [Transportation](#)
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- [Warehousing](#)
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- [Wholesale](#)
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.

Other

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Continue >>

Filing for an EIN



EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

4. Details

5. EIN Confirmation

You have chosen Other.

Please choose **one** of the following that best describes your primary business activity:

- Consulting
- Manufacturing
- Organization (such as religious, environmental, social or civic, athletic, etc.)
- Rental
- Repair
- Sell goods
- Service
- Other – please specify your primary business activity:

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Filing for an EIN



EIN Assistant

Your Progress: 1. Identity ✓ 2. Authenticate ✓ 3. Addresses ✓ 4. Details ✓ 5. EIN Confirmation

How would you like to receive your EIN Confirmation Letter?

You have **two** options for receiving your confirmation letter. Please choose one below:

- Receive letter online.** This option requires [Adobe Reader](#).
You will be able to view, print, and save this letter immediately. It will not be mailed to you.
- Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.



[Continue >>](#)



Filing for Non-Profit/Tax Exempt Status

Do you know your
NAPS Branch
Tax Status?





Understanding Branch Taxes

How to check for Tax Exempt Status

irs.gov/site-index-search?search=990N&field_pup_historical_1=1&field_pup_historical=1

An official website of the United States Government

IRS

Help | News | English ▼ | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

990N

Home / Site Index Search

Search Results

990n

Sort By: Relevance

Filter by...

- General Information (9)
- Tax Administration (Non-

Recommended by IRS

[Tax Exempt Organization Search](#)

Tax Exempt Organization Search (formerly EO Select Check) is an online search tool that allows users to search for and select an exempt organization and check certain information about its federal tax status and filings.

Filing for Non-Profit/Tax Exempt Status

irs.gov/charities-non-profits/tax-exempt-organization-search

File Pay Refunds Credits & Deductions Forms & Instructions

Search 

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Tax Exempt Organization Search

Individuals

Businesses and Self-Employed

Charities and Nonprofits

Exempt Organization Types

Lifecycle of an Exempt Organization

Annual Filing and Forms

Charitable Contributions

Search for Charities

Education Sessions

International Taxpayers

Governmental Liaisons

Federal State Local



Data Updates Delayed

Expect delays in data updates for the Tax-Exempt Organization Search tool. We are still processing 990 series received April 2020 and later.

System Limitations Cause Some Inaccurate Revocation Dates

Organizations on the auto-revocation list with a revocation date between April 1 and July 14, 2020, should have a revocation date of July 15, 2020. See [Revocation Date of Certain Organizations](#) for details.

Find information about an organization's tax-exempt status and filings. You can use the online search tool or download specific data sets.

Tax Exempt Organization Search Tool

You can check an organization's eligibility to receive tax-deductible charitable contributions (Pub 78 Data). You can also search for information about an organization's tax-exempt status and filings:

- Form 990 Series Returns
- Form 990-N (e-Postcard)
- Pub. 78 Data
- Automatic Revocation of Exemption List
- Determination Letters



Filing for Non-Profit/Tax Exempt Status

irs.gov/charities-non-profits/search-for-tax-exempt-organizations

File Pay Refunds Credits & Deductions Forms & Instructions

Search



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Search for Tax Exempt Organizations

Individuals

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The Tax Exempt Organization Search Tool

You can check an organization's:

- Eligibility to receive tax-deductible charitable contributions
- Review information about the organization's tax-exempt status and filings.

Search for Tax Exempt Organizations



Filing for Non-Profit/Tax Exempt Status

apps.irs.gov/app/eos/allSearch

File	Pay	Refunds	Credits & Deductions	Forms & Instruc
-------------	------------	----------------	---------------------------------	----------------------------

[Home](#) > [Charities and Non-Profits](#) > [Search for Charities](#) > Tax Exempt Organization Search

Results for Tax Exempt Organization Search

Select Database ⓘ Search By ⓘ Search Term ⓘ **1**

City State **2** Country

3 [Search Tips](#)

Showing 1-1 results of 1 Sort by:

National Association Of Postal Supervisors Peoria II **Results** **4**
EIN: 37-1364359 | Bloomington, IL, United States
[Determination Letters](#) [Form 990-N](#) [Auto-Revocation List](#)



Filing for Non-Profit/Tax Exempt Status

Don't Panic. Get Started! How?

- Establish Branch Fiscal Year & Accounting Method
- Manage Branch Records
- Do financial audits & reports
- Keep Branch Minutes
- Retain Branch Records
- Establish/update Branch Constitution & Bylaws



* Branch Secretary, Treasurer or Secretary/Treasurer play major role

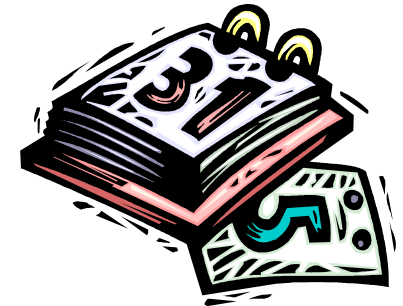


Filing for Non-Profit/Tax Exempt Status

Establish a Branch Fiscal Year

- Most NAPS branches maintain their records on a Calendar Year Basis
 - **January 1 thru December 31**

Note NAPS HQ FY is: **June 1 to May 31**

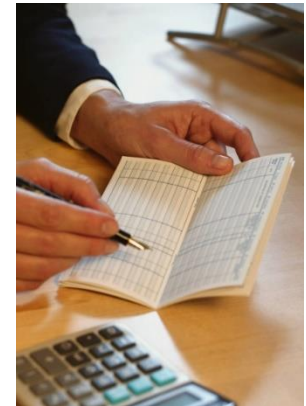


- Once FY is selected do not change it
- Most NAPS branches maintain their records on a Cash Method of Accounting
 - Income received & expenses paid

Filing for Non-Profit/Tax Exempt Status

Accounting Methods

- Organizations may file annual returns on a Calendar Year basis or a Fiscal Year basis
- Organization may maintain their books and records on a Cash Method or an Accrual Method
- Cash Method – record income when received and expenses when paid
- Accrual Method – record income when earned and expenses when incurred

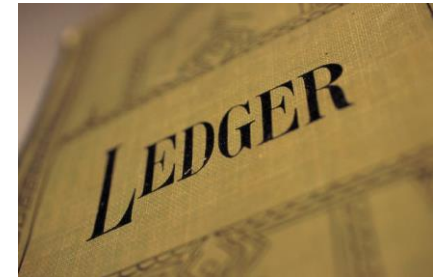


Filing for Non-Profit/Tax Exempt Status

Managing Branch Records

Maintain the following records on a manual general ledger or a computer accounting Program like Quickbooks:

- Gross Receipts (*NAPS DCO Deposits*)
- Items Purchased for Resale
- Expenses
- Employment Tax Records
- Assets
- Liabilities



Filing for Non-Profit/Tax Exempt Status

Information Necessary to File for Exemption

- Current 'Year to Date' general ledger or financial report for NAPS Branch
- Three prior years of general ledger or financial report for NAPS Branch
- Assets – Funds in Banks, Petty Cash, Investments, Fixed Assets (Value of Buildings, Vehicles, Furniture or Equipment, etc)
- Liabilities – Money owed on debts or loans, etc.

Bank Reconciliation Statement			
Cash Balance as per Bank Statement		\$ 23,557.98	\$ 23,557.98
Adjustments:			
Add: Deposit in Transit on January 31		\$ 12,125.25	\$ 12,125.25
Deduct: Outstanding Check No.124		\$ -62.00	\$ -62.00
Outstanding Check No.125		\$ -42.00	\$ -24.00
Outstanding Check No.129		\$ -1,250.00	\$ -1,250.00
Adjusted Balance		\$ 34,329.23	\$ 34,347.23
Cash Balance according to Murdstone, Inc.		\$ 51,596.88	\$ 51,596.88
Adjustments:			
Add: Note and Interest collected by Bank		\$ 15,250.75	\$ 15,250.75
Deduct: Check returned because of insufficient funds		\$ -23,475.40	\$ -23,475.40
Bank Service Charge		\$ -250.00	\$ -25.00
Error in recording Check No. 123		\$ -9,000.00	\$ -9,000.00
Adjusted Balance		\$ 34,122.23	\$ 34,347.23



Filing for Non-Profit/Tax Exempt Status

Information Necessary to File for Tax Exemption

- “In Care Of” person for tax matters
- Address for future correspondence of the organization (PO Box not acceptable)
- All NAPS Branch Officers - Name, Address, Phone, Title, Annual Pay, Estimated Hours per week spent on NAPS activities
- Dated copy of the current Constitution and Bylaws of the NAPS Branch



Filing for Non-Profit/Tax Exempt Status

Information Necessary to File for Tax Exemption

- Dated copy of two previous newsletters of the NAPS Branch (If the branch prints a newsletter)
- Dated copy of the minutes of two previous meetings of the NAPS Branch (If no newsletter is published)
- Date the NAPS branch was formed or started
(If not known contact NAPS HQ)



Filing for Non-Profit/Tax Exempt Status

Where to Start? **Second**

IRS Form 1024 – *Application for Recognition of Exemption Under Section 501* Available on-line

- 18 page Form
- Complete only **Pages 1 thru 5 & 9**
- NAPS HQ template available
- Mail all 18 pages
- NAPS HQ helpful instructions at www.naps.org

Form 8718 – *User Fee for Exempt Organizations*
Available on-line



Filing for Non-Profit/Tax Exempt Status

IRS Form 1024

Form 1024 (Rev. September 1998) Department of the Treasury Internal Revenue Service	Application for Recognition of Exemption Under Section 501(a)	OMB No. 1545-0057 If exempt status is approved, this application will be open for public inspection.
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Read the instructions for each Part carefully. **A User Fee must be attached to this application.**

If the required information and appropriate documents are not submitted along with Form 8718 (with payment of the appropriate user fee), the application may be returned to the organization.

Complete the Procedural Checklist on page 6 of the instructions.

Part I. Identification of Applicant (Must be completed by all applicants; also complete appropriate schedule.)

Submit only the schedule that applies to your organization. Do not submit blank schedules.

Check the appropriate box below to indicate the section under which the organization is applying:

- a Section 501(c)(2)—Title holding corporations (Schedule A, page 7)
- b Section 501(c)(4)—Civic leagues, social welfare organizations (including certain war veterans' organizations), or local associations of employees (Schedule B, page 8)
- c Section 501(c)(5)—Labor, agricultural, or horticultural organizations (Schedule C, page 9)

- 18 page Form
- Complete only **Pages 1 thru 5 & 9**
- NAPS HQ template available that is 85% completed for branches
- Mail all 18 pages
- NAPS HQ helpful instructions at www.naps.org



Filing for Non-Profit/Tax Exempt Status

Branch Completes Form 8718

Form 8718 (Rev. November 2021) Department of the Treasury Internal Revenue Service	User Fee for Exempt Organization Determination Letter Request ▶ Attach this form to determination letter application. (Form 8718 is NOT a determination letter application.) ▶ Go to www.irs.gov/Form8718 for the latest information.	OMB No. 1545-0047 For IRS Use Only Control number _____ Amount paid _____ User fee screener _____
Name of organization NAME OF NAPS BRANCH HERE		Employer Identification Number #####

Caution: Do not attach Form 8718 to an application for a pension plan determination letter. Use Form 8717 instead.

1 Type of request	Fee
a <input checked="" type="checkbox"/> Application for recognition of exemption under section 501 or under section 521 from organizations (other than pension, profit-sharing, and stock bonus plans described in section 401). Enter the applicable fee amount ▶	\$ <u>600.00</u>
b <input type="checkbox"/> Group exemption letters ▶	\$ _____

Section references are to the Internal Revenue Code, unless otherwise noted.

Instructions

The law requires payment of a user fee with each application for a determination letter. For more information, see Rev. Proc. 2021-5, 2021-1 I.R.B. 250, or latest annual update, available on www.irs.gov.

Where To File

Send the determination letter application and Form 8718 to:

Internal Revenue Service
 TE/GE Stop 31A Team 105
 P.O. Box 12192
 Covington, KY 41012-0192

Who Should File

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are



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Where to Start? **Third**

- Mail IRS Forms 1024 & 8718 & supporting documentation
 - Copy of Branch current Constitution & Bylaws
 - Copy of your Branch Articles of Incorporation (*If applicable*)
 - Copies of Branch Revenue & Expense Statements (Current Fiscal Year & past 3 years. (Matches Page 5/Form 1024)
 - Copy of minutes from 2 recent branch meetings
 - Copy of Branch newsletter (*If applicable*)
- Sign and date forms by an officer of the organization
- Mail Check/Money Order for *User Fee* payable **\$600** to:
United States Treasury



Filing for Non-Profit/Tax Exempt Status

Mail Branch Tax Exempt Documents and IRS Forms to:



The form you are looking for begins on the next page of this file. Before viewing it, please see the important update information below.

New Mailing Address

The mailing address for certain forms have change since the forms were last published. The new mailing address are shown below.

Mailing Address for Forms **1023, 1024, 1024-A, 1028, 5300, 5307, 5310, 5310-A, 5316, 8717, 8718, 8940:**

Internal Revenue Service
TE/GE Stop 31A Team 105
P.O. Box 12192
Covington, KY 41012-0192

Deliveries by private delivery service (PDS) should be made to:

Internal Revenue Service
7940 Kentucky Drive
TE/GE Stop 31A Team 105
Florence, KY 41042

This update supplements these forms' instructions. Filers should rely on this update for the change described, which will be incorporated into the next revision of the form's instructions.



Filing for Non-Profit/Tax Exempt Status

Once approved **501(c)(5) Tax-Exempt/Non-Profit**

- File Non-Profit Income Taxes 990, 990E-Z, 990-N at end of Fiscal Year! *(See separated NAPS Presentation on filing branch taxes)*
- Permanently maintain following records:
 - Applications for Tax Exempt Status and Federal Identification Numbers
 - Determination Letter recognizing the Organizations Tax Exemption Status from IRS and State Agencies
 - Organizations Constitution and Bylaws, including amendments or updates
- See NAPS Officers Training Manual (OTM) for Chapter 3 Figure 3-3, *(Page 22)* for list and timeline of branch records to retain



Filing for Non-Profit/Tax Exempt Status

NAPS HQ recommends each branch contact a tax professional for all complicated non-profit or tax issues related to filing annual branch taxes.



Contact NAPS HQ at napshq@naps.org or at (703) 836-9660

For additional assistance on this topic.



Thank You!



Questions?

