

IF YOU DO NOT HAVE A VALID EIN

Option 1: Fill out the SS-4 and mail to Internal Revenue Center, Attn: EIN Operations
Cincinnati, OH 45999

Option 2: Gather all the information indicated on the SS-4 and have on hand. Call the IRS at 1-800-829-4933 weekdays 7 AM to 10 PM. Make a record of the IRS name and phone number of the person you talk to. They should be able to give you a new EIN over the phone and will later send you a letter with the EIN.

The Chapter Secretary or Treasurer should be prepared to provide their personal SSN and address in this process. The information will only be used for identification purposes on the application. It is suggested that it be the Secretary or Treasurer as they tend to hold those positions for several years.

A couple of other things to know and use:

Your Chapter is an "Other Nonprofit Organization". As the IRS computers apparently will not accept dates earlier than 1970, it is suggested to use an organization origin date of 7/1/1975. There are no employees in your Chapters; We are "tax exempt". Your tax year ends in "June". If the IRS employee mentions IRS forms 1023 and/or 1024, tell the person that your Grand Chapter has already done that, but have not yet completed the Group Exemption Number application process.

The Grand Chapter of Oregon EIN is : 93-0328609 and its tax-exempt status is : 501 (C) 8

ONCE YOU HAVE A VALID EIN, FILE THE 990-N ECARD.