



EMPLOYER IDENTIFICATION NUMBER (EIN) - U.S.

All U.S. organizations are required to obtain and maintain an employer identification number ("EIN"). The EIN notifies the IRS of the legal existence of an entity, and this number is used when tax forms are filed, as well as in opening bank accounts on behalf of the organization.

Pro-tip: consider the address you provide use as your official chapter address – you may want to secure a PO Box or other accessible mail box so it will be available as the leadership of your Chapter changes.

You can apply for an EIN online, by telephone, by fax, or by mail; depending on how soon you need to use the EIN. Use only one method so you do not receive more than one EIN for your chapter. Please be sure to apply as a non-profit/exempt organization (501(c)3 under section 501(a) of the Internal Revenue Code).

To apply for an EIN, use IRS Form SS-4, Application for Employer Identification Number, at:

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

or apply online at [http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)

Form 990-N, Electronic Notice (e-Postcard)

If your chapter is filing under the WAI Group Ruling, be sure to indicate that your fiscal year is October 1 – September 30. This will put all chapters on the same schedule to file their 990-N each year in October. If the chapter's gross receipts are less than \$50,000 an e-Postcard, Form 990-N, is required to be filed electronically by the 15th day of the fifth month after the end of the organization's annual accounting period (which is February 15th).

The Manager of Chapter Relations will remind Chapter Presidents to file each year in October. The chapter is expected to file as soon as possible and must send a copy of the Electronic Notice (e-Postcard) to the Outreach Director.

BUSINESS NUMBER (BN) - CANADA

The BN should be sent automatically in the mail to you within a few weeks after you have received official incorporation papers from Industry Canada. Even as a nonprofit organization you will be required to pay taxes every year. Information is available in a pamphlet entitled, *The Business Number and your Canada Customs and Revenue Agency Account*.

<http://www.cra-arc.gc.ca/E/pub/tg/rc2/rc2-05e.pdf>



MAINTAINING TAX-EXEMPT STATUS

I. CHAPTERS COVERED BY GROUP RULING

A. WAI Group Exemption Number

The WAI Group Exemption Number is 4259. You are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-T, Exempt Organization Business Income Tax Return, that you file.

B. Requirements for Continued Group Exemption Participation

Chapter activities and purposes must continue to be consistent with those of WAI as a 501(c)(3) tax exempt organization. Any changes in your chapter name or mailing address must be provided to WAI, along with your Annual Report, by April 30 each year.

Any changes regarding inclusion or exclusion of the Chapter in WAI's group ruling should be communicated to WAI as soon as possible. WAI updates the list of Chapters included under its group ruling by filing a statement with the IRS annually (based upon information submitted by the Chapters to WAI on or before February 15th of each year). Amendments to Articles of Incorporation and Bylaws must be submitted to WAI for approval.

II. ALL CHAPTERS

A. Form 990/990-EZ

If your annual gross receipts are more than \$25,000, you are required to file Form 990 or Form 990-EZ, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of your annual accounting period.

The law imposes a penalty of \$20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if your return is not complete, so be sure your return, if filed, is complete before filing.



If you receive a Form 990 package in the mail, you should file the return even if your gross receipts do not exceed the \$25,000 minimum. If not required to file, simply attach the label provided, check the box in the heading to indicate that your chapter's annual gross receipts are normally \$25,000 or less, and sign the return. This will allow the IRS to update its records and delete your chapter from the list of organizations that will receive Form 990 packages in future years.

If your chapter files a Form 990 or 990-EZ, you are required to make your annual information return available for public inspection for three years after the later of the due date of the return or the date the return is filed.

B. Social Security Taxes

Your chapter is liable for social security taxes under the Federal Insurance Contributions act on compensation of \$100 or more you pay to any chapter employees during a calendar year. You are not liable for the tax imposed under Federal Unemployment Tax Act, but may still be liable for state unemployment.

C. Local Taxes

Your chapter is responsible for researching, understanding and following local tax filing requirements. You may want to consult with other chapters, tax consultants or an attorney in your State to understand what is required of you each year. Examples include filings with your state's revenue or taxing authorities, as well as filings with your state official charged with overseeing charitable organizations. Penalties for missing State tax filings add up and can be complicated to resolve if your chapter misses a year or more, so get in front of this and understand what is required of you early!