National Space Society Chapter IRS Registration

Procedure to get an Employee Identification Number (EIN) from the IRS

December 8, 2011

IRS Instructions

• The IRS instructions for applying for an EIN

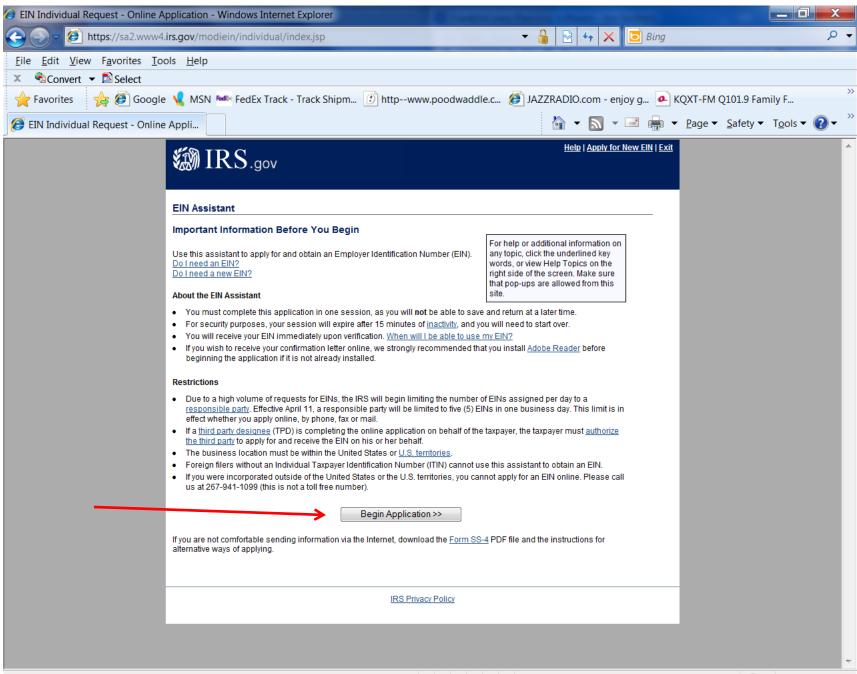
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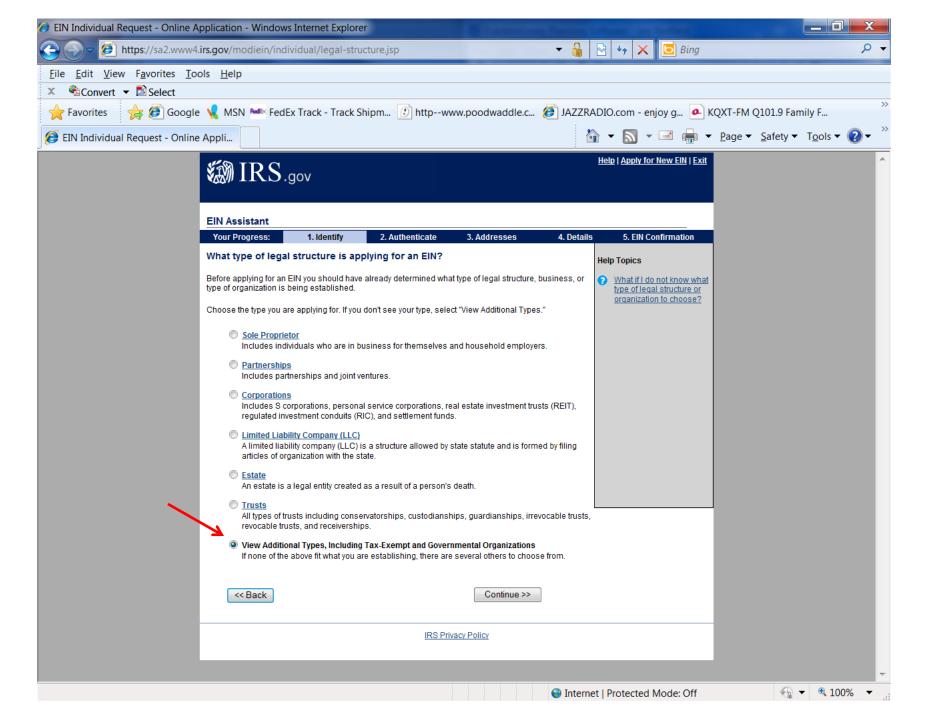
Online Instructions

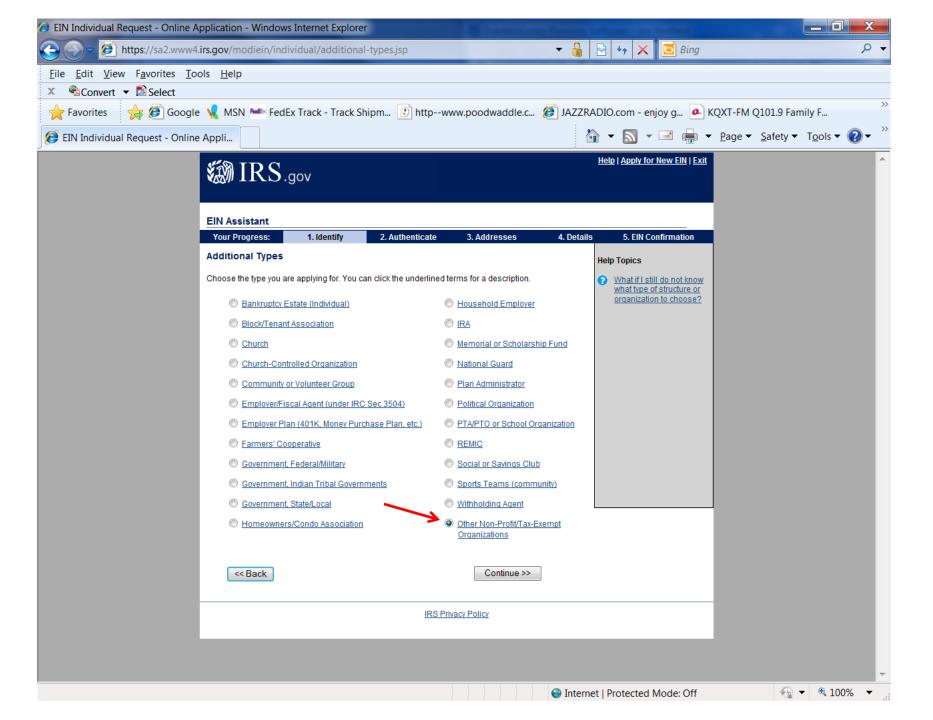
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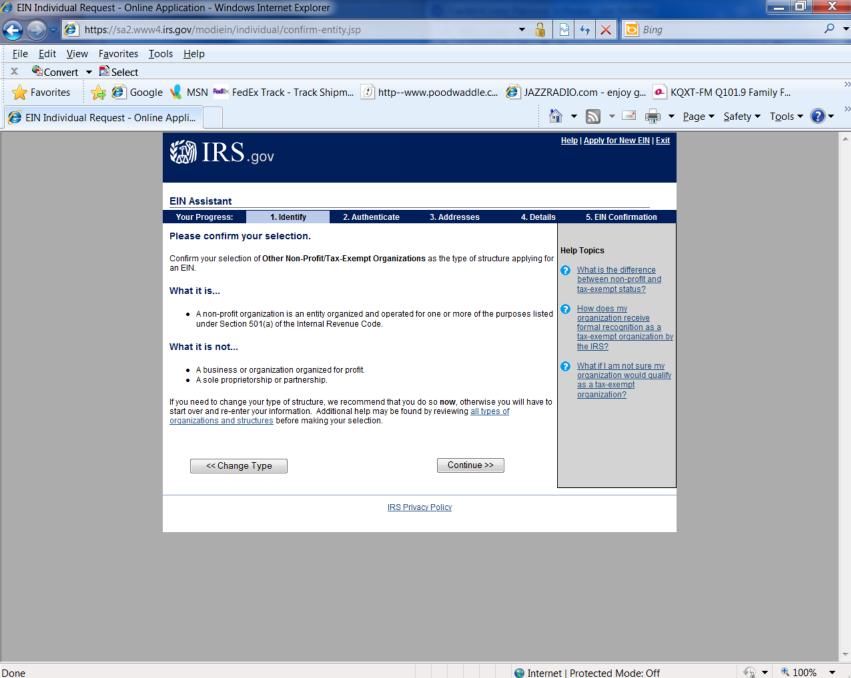
Note: This Application Is Available During the Following Hours:

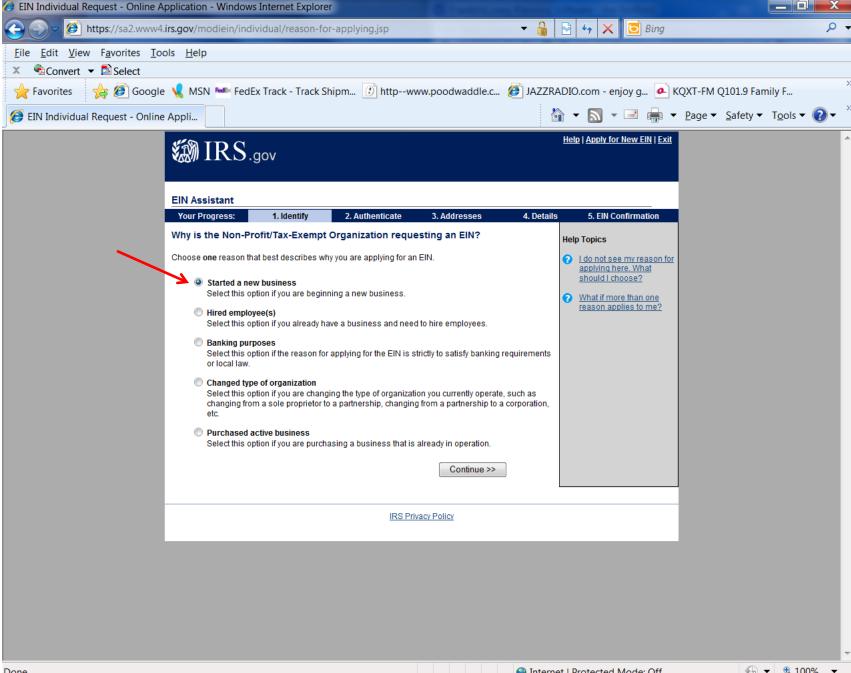
- Monday Friday 6:00 a.m. to 12:30 a.m. Eastern time
- Saturday 6:00 a.m. to 9:00 p.m. Eastern time
- Sunday 7:00 p.m. to 12:00 a.m. Eastern time







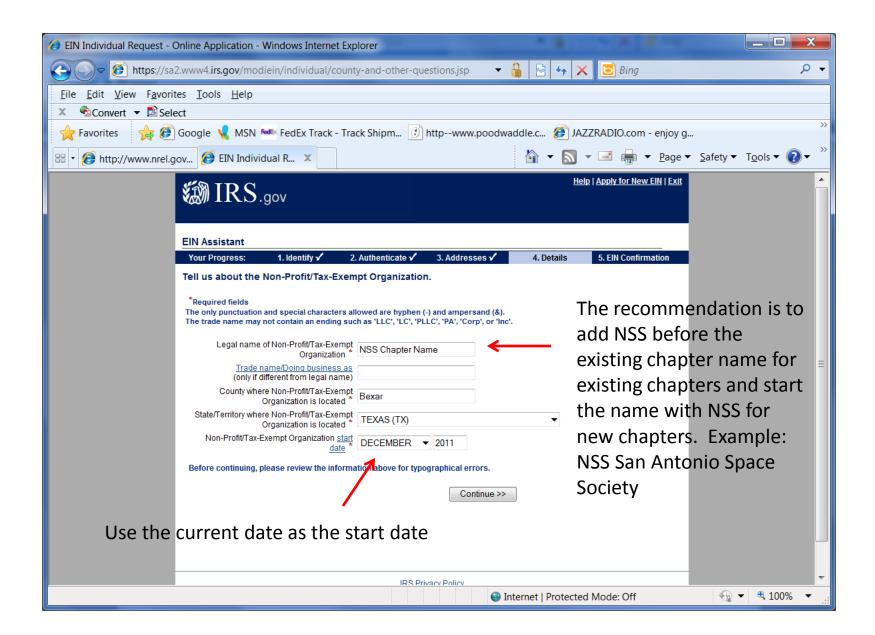




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	Your Progress: 1. Identify 🖌 2. Authenticate 🖌 3. Addresses 4. Details 5. EIN Confirmation					
	Where is the Non-Profit/Tax-Exempt Organization physically located?					
	* Required fields					
	The only special characters allowed for street and city are - and /. Note: Must be a U.S. address. Do not enter a P.O. box. <u>For military addresses click here</u> .					
	Street * 609 Ridge View					
	City * San Antonio					
	State/ <u>U.S. territory</u> * TEXAS (TX)					
	ZIP code * 78253					
	Phone number * 210 - 679 - 7625					
	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:					
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EIN Confirmation

- What to do/expect
 - Write down the EIN number that the IRS provides
 - You will receive a letter from your local IRS Nonprofit office. Scan the letter and Email it to Joe Redfield, Ed Burns and Ronnie Lajoie.

- Save the letter in your chapter records.

• You are now an organization registered as a non-profit in the eyes of the IRS.

Operating Under the NSS IRS Nonprofit Status

- NSS will submit your chapter name to the IRS as a subordinate organization. This occurs when the NSS finance team receives notice of the formation/renaming of a chapter.
- THE CHAPTER is required to complete an online 990 form EACH YEAR to keep it's ability to keep it's non-profit status. (990 filing details to follow.)