



NATIONAL ORDER OF TRENCH RATS  
TAX EMEPTION FOR DUGOUTS, SECTORS  
AND THE ROYAL COLONY

Instructions for applying for tax exempt status from both the Internal Revenue Service.

Section 1 – Internal Revenue Service

- a. Once you receive your approved Constitution and Bylaws, contact the IRS at [www.irs.gov](http://www.irs.gov) (or your local IRS office) and download IRS Form SS-4 (Appendix A-Application for Employer Identification Number).
- b. Fill out the SS-4 form. Next call 1-800-829-4933 and request an Employee Identification Number (EIN). Have the SS-4 form you filled out handy to answer any questions they may ask about your organization. Once that is complete, write down the EIN number you receive, as it will be your contact on anything tax related both with the IRS and the State of California.
- c. Once you receive the EIN number, go back to [www.irs.gov](http://www.irs.gov) and download IRS Form 1024 (Appendix B-Application for Recognition of Exemption Under Section 501(c)4) and IRS form 8718 (Appendix C- User Fee for Exempt Organization Determination Letter Request). The IRS Form 1024 will be submitted to request your tax-exempt status with the IRS. Only pages 1-6 and Section 'B', page 8 need to be filled out. Check block 'b' (Section 501 (c) 4) on page 1. Use the instructions to fill out pages 1-6 and Section 'B', page 8.
- d. Fill out IRS Form 8718 checking block 3b (Appendix D). Submit both the IRS Form 1024 and IRS Form 8718 along with the appropriate fee to the IRS at the address indicated on the form.

- e. Annual IRS required filings: The IRS Form 990, 990n e-postcard or 990EZ (Appendix E-Return of Organization Exempt From Income tax). The 990n e-postcard is the easiest if your annual income is less than \$25k. If you are over the \$25k limit, you will need to file either the IRS Form 990 or 990EZ

FORMS:

IRS Form SS-4 (Request for EIN).

IRS Form 1024 (Request for Tax Exemption).

IRS Form 4605-A (Request copy of Determination Letter)

IRS Form 8718 (Tax Exemption Filing fee)

IRS Form 990, 990EZ