

March 22, 2008

Dear Senior State President,

The IRS is requiring that each local society's Employer Identification Number (EIN) be linked to the National Society's Group Number (2399), prior to filing the society's 990-N Form.

Please report the EIN numbers for the local societies in your state to Arnold Levine at National Headquarters by **April 17, 2008**, to ensure that all local societies in your state are included on the National Society's report to IRS.

A local society's "Principal Officer" is the Senior Society President, as that is the person of record with the National Society, by Senior National Board of Management vote.

If any of your state's local societies DO NOT have an EIN, they need to apply for one immediately by **PHONE**. Prior to contacting the IRS, they should fill out Form SS-4 (sample attached in PDF format). The IRS telephone number is **800-829-4933** and the hours of operation are Monday through Friday, 7:00 a.m. to 10:00 p.m. local time. The IRS will assign the EIN at that time, and this tax number should be reported to you immediately.

A copy of the IRS confirmation letter for each of the state's local societies should be sent to you as the Senior State President. You in turn will send a copy of each letter to Arnold Levine at National Headquarters, and will ensure a copy of each letter is kept with the state's financial files.

Please, DO NOT wait until copies of the confirmation letters are received to report the EINs to National Headquarters.

Every local society must file Form 990-N beginning in 2008. The due date is the **15th day of the 5th month** after the end of the local society's fiscal year (May 15th for fiscal years ending December 31st). All returns **MUST** be filed electronically using the following link: <http://epostcard.form990.org/>.

A copy of the electronically filed form should be sent to Arnold Levine at National Headquarters (ArnoldL@nscar.org).

Each local society should keep all their financial records.

If you need additional information, please contact me at annschaefffer2@aol.com or call (703) 536-6130 or contact Arnold Levine, Headquarters' Accountant at ArnoldL@nscar.org or call (202) 638-3153.

Thank you for your assistance.

Ann Schaeffer, Senior National Treasurer