# EIN / INCORPORATION CHAIR
# JOB DESCRIPTION

The primary function of the EIN Chair is to ensure all Units/Departments are compliant with their 990 Filing and understand how to obtain and maintain their EIN Number and to answer questions and assist a Unit or Department regarding applying for their EIN Number, maintaining their EIN Number and filing their 990.

A. Never allow a Unit/Department to apply for an EIN number other than through the IRS Website, there is never a charge by the IRS for obtaining an EIN number.

B. Assist Units/Departments should there be a problem filing their 990N (e-postcard)

C. Ensure the EIN number associated with a Unit/Department is the correct number.

D. Checking the IRS Website to ensure Units/Departments have filed their 990N within the required timeframe and the State Filings of the Units/Departments.

E. Work with the MCLA National Secretary to ensure all new Units/Departments are added to the IRS Parent List by checking the Exempt Organization Business Master File Extract Data File. If the letter has been sent to the IRS asking the Unit/Department to be added to the MCL Parent List, and they do not appear on the Business Master File, contact the National Secretary to have another letter sent. This process must be done through National Headquarters.

F. Assist Units/Departments whose EIN Number has been revoked to file the necessary forms to become reinstated or assist them in obtaining a new EIN Number. They should not have to pay for either of these processes.

G. If questions arise, assist Units/Departments with their first 990N filing to ensure they complete all the steps necessary for filing, and that it is done properly, and they print out confirmation of acceptance for their file.

H. Assist Units/Departments with their final 990 filing if they are turning in their charter.

I. Maintain the compliance center and prepare a report for each Division Vice President on the compliance status of the Units/Departments in their Division for both the Midwinter Conference and National Convention.

J. Prepare a report to be presented at the Midwinter Conference and National Convention showing the compliance status of all Units/Departments, those Units/Departments whose EIN Number has been revoked and steps being taken to bring them back into compliance, and Units/Departments awaiting to be added to the Parent List.

K. Respond to all questions a Unit or Department may have regarding their EIN number and their filing compliance. Should you be unable to answer the question and cannot find the answer on the IRS Website call the Business Tax Line (800-829-4933) for assistance. Never allow a Unit or Department to contact the IRS with their questions or for assistance.