

## F. HOW TO FILE A FORM 1023 APPLICATION

An organization that wants to apply for recognition of its tax-exempt status as a Section 501(c)(3) organization needs to complete a Form 1023, Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code. (Certain organizations, however, may instead electronically file Form 1023-EZ, a streamlined version of the Form 1023. For information regarding eligibility for the Form 1023-EZ and how to complete it, see [Document E](#)<sup>1</sup>.)

The following information should be used by councils and conferences that need to independently file for tax-exempt status and are not eligible to file the Form 1023-EZ.

**Important Note:** An organization cannot complete the Form 1023 without first obtaining an Employer Identification Number (see [Document D](#)). Obtaining an EIN and completing a Form 1023 will trigger other filing requirements, including the requirement to submit a Form 990-series information return each year. Conferences that are operated as integrated units of a council should not have a separate EIN from that of the council or separately complete a Form 1023-EZ or Form 1023. Conferences that are operated as separate corporations, however, should obtain their own EIN, complete the Form 1023 or electronic Form 1023-EZ, and file their own Form 990-N (if under \$50,000 in gross receipts each year) or 990-EZ financial information return with the IRS each year.

### GETTING STARTED

To complete the IRS Form 1023, a conference or council should work with an attorney or accountant familiar with the exemption application process. If not properly answered, many of the questions can trigger further questions from the IRS agent reviewing the application or can result in problems if the organization later were to be audited.

To obtain IRS Form 1023, visit: <https://www.irs.gov/pub/irs-pdf/fl1023.pdf>.

For the accompanying instructions from the IRS, visit: <https://www.irs.gov/pub/irs-pdf/i1023.pdf>.

### ADDITIONAL MATERIALS NEEDED

At a minimum, the conference or council will need to submit the following documents in addition to the form itself:

---

<sup>1</sup> All referenced Documents are at: <http://www.svdpusa.org/members/Documents/501-c-3>.

1. Corporate organizational documents, such as the Articles of Incorporation, any amendments thereto, and the current bylaws;
2. The organization's conflict of interest policy (for a sample, see sample [Conflict of Interest Form under the Conflict of Interest Section](#) at <http://www.svdpusa.org/members/Documents/Governance-in-A-Box>);
3. The form itself requires submission of either previous years' financial information or, for newly-formed organizations, a budget. If the organization would like to provide greater detail on some of the expected expenses, such information can be provided on a separate page.
4. A narrative description of the organization's purpose and activities (see below).
5. User Fee- \$600.00

### **NARATIVE**

The narrative description, required for Part IV of the Form 1023, should explain the connection of the conference or council to the Society and should explain the specific religious and charitable programs of the conference or council.

Please note many questions on the Form 1023 require descriptive answers if check "yes." These can be answered each on a separate page or can be included in one document, such as on the same document as the narrative description. Be sure to identify where the descriptive answer to the question is on the Form 1023.