



Partners in Fundraising

APRA Group Request Exemption Form

All chapters formed after April 1996 must incorporate in Illinois, secure their own Federal Employer Identification Number, use APRA's 501(c)(6) group exemption status and adopt the fiscal year of January 1 - December 31.

Complete this questionnaire and return it to the APRA office.

1. Name of Chapter:
2. Federal Employer Identification Number of chapter as assigned by the Internal Revenue Services (include a copy of the IRS notice of your number).

If the chapter has no Federal Employer Identification Number, complete and attach the SS-4 form which can be found under Chapter Organization and Policies on this site.

3. Chapter Mailing Address:

4. Has the chapter ever applied for recognition of tax exempt status by the Internal Revenue Service?

No Yes

(A) If yes, what is the status of the application?

Pending Denied Granted Withdrawn

Attach copies of the application, any letter granting or denying exemption, and any other correspondence with the IRS regarding the application or exemption.

(B) If an application is pending, when and where was the application filed?

5. Attach a copy of your chapter's organizational instruments (i.e. Chapter Articles of Incorporation (if incorporated) and Chapter Bylaws).
6. Attach a list and brief description of the activities of your chapter. Please do not copy and type the provisions of your chapter's bylaws. Instead, include the number of meetings, any educational programs, scholarships, awards, or other important features of the chapter in your description.

In your description, indicate how activities are financed and who conducts the activities. For example, you might say, "Educational lectures on various topics presented at luncheon or dinner sessions, which are open to members and others and are financed by admission fees paid by all attendees and by members' dues. Lectures are presented by unpaid member speakers and by invited non-member speakers who are paid an honorarium."

7. Attach your chapter's income and expense statement for the previous two (2) fiscal years and for the current year-to-date. (If your chapter has not been in existence during this entire period, include statements for the period of existence.)

If the income and expense statements do not show a detailed breakdown of your chapter's sources of revenue and expenses, attach a detailed breakdown for each period by category and amount (e.g., "1994": membership dues - \$1000; registrations for seminars - \$500; contribution from X corporation - \$100).

8. Has the chapter ever filed Form 990 tax return with the IRS?
 No Yes (If yes, list years: _____)

If filed, enclose copies of Form 990 for the previous two years.

9. Has the chapter ever filed Form 990-T tax return (for unrelated business income) with the IRS?
 No Yes (If yes, list years: _____)

If filed, enclose copies of Form 990-T for the previous two years.

10. Has the chapter engaged in, or does it have any plans to engage in any legislative, lobbying, or political support activities?
 No Yes

If yes, please include a description on a separate sheet.

11. Does the chapter publish a newsletter or similar communication?
 No Yes If yes, please furnish a copy.