

TAX EXEMPT STATUS PACKAGE

Our law firm works exclusively for nonprofit organizations, and we have the necessary experience and expertise to gain your organization's tax exempt status as quickly and inexpensively as possible. This will allow you to concentrate on your organization's programs and activities, rather than struggle with confusing forms and technical IRS regulations. We ensure that your nonprofit corporation avoids the many pitfalls and traps that commonly result in a rejection by the IRS.

Our TAX EXEMPT STATUS PACKAGE includes the following services:

- ◆ We meet you with in person or by telephone to explain the application process and to carefully review your organizations present, planned and future activities, and forms of fundraising to make sure you know in detail about all of the IRS regulations and concerns that are applicable to your activities and, also, to make sure your organization does not unintentionally violate any laws of regulations.
- ◆ We completely and thoroughly prepare the IRS FORM 1023 "Application for Recognition of Tax Exempt Status," compile all required attachments for that form, assemble and finish the other necessary IRS forms which must accompany the application, and submit it to the IRS via certified mail with a cover letter from our law firm.
- ◆ We apply the various tests and standards which the IRS will use when it reviews your application to make sure your organization's programs and activities are presently accurately.
- ◆ We respond to inquiries from the IRS agents who handle your application and investigate your organization, by telephone, letter and fax. We track the progress of your application, to work diligently towards a timely and favorable IRS ruling.
- ◆ We act as your attorney and tax representative to prepare thorough written responses to all subsequent IRS questions and requests for further information (the IRS agents commonly call or send one or more additional letters asking further questions).
- ◆ **We will lead an educational training seminar for members of your Board of Directors, staff and volunteers on topics that will inform them on the best use your tax exempt status, and on the laws and IRS regulations that govern your organization and its activities.**
- ◆ We will provide a handbook of written materials for your future reference and training needs, which summarize the information we present in the training seminar regarding IRS regulations governing the activities of tax exempt organizations, the solicitation of contributions and recruitment of members.
- ◆ *NOTE: This package does not include writing or revising your bylaws, amending your Articles of Incorporation, EIN applications or registration with the Department of Justice. Please see our billing and payment arrangements.*