

Frequently Asked Questions

Internal Revenue Service (IRS) Filing Requirements

Contact Information: Lsappington@civitan.org, Ext 107 or BethT@civitan.org, Ext 111

EMPLOYER IDENTIFICATION NUMBER (EIN)

- 1. What does EIN mean?** EIN means Employer Identification Number. An EIN is a name used by the IRS to refer to an identification number used to track entities and organizations when filing.
- 2. Do I need to apply for an EIN number?** No. Civitan International files for all club and district EINs as the parent organization. When the EIN has been issued, Civitan International will email you a copy of the filing for your records.
- 3. I received the EIN from Civitan International. What do I do with it?** Make sure both the club President and Treasurer have a copy, then file the EIN document in a permanent club file. Your club will use the number to open your bank account and on the Form 990 / Form 990-EZ / Form 990-N.
- 4. Can I use another club's EIN number?** No.
- 5. I don't know where to find my club's EIN. Where do I look?** There are several places where you can locate your club's EIN: a) permanent club files, b) prior year's 990, or c) go to Charity Navigator at <https://www.charitynavigator.org/> and enter "Civitan International", scroll down to your club, and hit "more info." Your club's EIN will be listed on the page.
- 6. I have looked for my EIN on the places above and still can't find it. What do I do?** Contact betht@civitan.org for further assistance.
- 7. I can't find my club's EIN number. Should I contact the IRS?** No. Never contact the IRS for your club's number. If you do, the IRS could mistakenly issue a new number for your club, resulting in multiple EINs assigned to your club.
- 8. I can't find my club's EIN number. Can I still file my Form 990?** No. Do not file a Form 990 / 990-EZ / 990-N without reference to your club's EIN. The IRS could mistakenly issue a new EIN if this occurs.
- 9. How many digits is an EIN?** Nine – it usually consists of 2 digits followed by a dash then followed by 7 more digits. Example: 12-3456789.
- 10. Why can't I apply for my club's own EIN?** Civitan International must report each club's EIN to the IRS so that the club can be registered by the IRS as part of the Civitan International Group Exemption filing. Civitan International files for each club's EIN on their behalf to ensure that the correct number be reported to the IRS and attached to the Civitan International Exemption filing.
- 11. What does Civitan International do with my club's EIN upon receipt?** Civitan International changes the address on the EIN to the club's address, emails a copy of the EIN to the club, enters the EIN into its membership database and then reports the number to the IRS as required.
- 12. Can a club use the EIN of its parent organization (Civitan International) when applying for a bank account?** No. Each EIN is specifically assigned to one organization or club. Using Civitan International's EIN for a club could negatively impact the Civitan International's Group Exemption filing or numerous other filings the parent organization is required to do on an annual basis.
- 13. My club is new and I have not received my EIN. What should I do?** Contact the [membership specialist](#) for your district at Civitan International. Meredith Binkley – Membership Specialist, Regions 3, 6, 7 (ext. 108), Megan Mindel – Membership Specialist, Regions 1, 2, 4, & Campus (ext. 114) megan@civitan.org, Louis Stephens – Senior Membership Specialist, Regions 5, 8 -Director of International Programs (ext. 119) louis@civitan.org.