



HOW TO APPLY FOR IRS TAX-EXEMPT (501(c) (3)) STATUS THROUGH HLAA (“GROUP EXEMPTION”)

HLAA Chapters that are not incorporated and all State Offices can be included in the HLAA group exemption 501(c) (3). To meet IRS regulations, state offices and chapters wishing to be included in the Hearing Loss Association of Americas national group exemption must follow the procedure below.

Please send the documents below to Director of Chapter Development, at the mailing address below, by emailing them to Chapters@hearingloss.org or by fax (301.913.9413).

1. A letter on the chapter’s letterhead requesting that HLAA include them in its renewal application for exemption from federal income taxes, addressed to Erin Mirante, and signed by the chapter president. **Please read the document carefully before signing. It must remain as is and cannot be changed, so you need to make sure that you agree with it before signing.** (Note: the organization only needs to send this letter *once*.)
2. A copy of the assignment letter the state office or chapter received from the IRS, showing their EIN (Employer Identification Number). You need to apply for this even if you are covered under HLAA’s group 501(c) (3). It allows the state office or chapter to open a bank account. Think of it as a Social Security Number for your chapter. (Note: the organization only needs to send this document *once*.)
3. A copy of the state office’s or chapter’s governing document (bylaws, rules and regulations, standing rules, etc.). (This document is required initially and every time the state office or chapter amends the document.)
4. A projected budget for the next fiscal year. This can be very basic showing what income you expect to receive, what expenses you expect to have, and for what purposes you intend to use the monies. (Chapters formed in the previous 12 months have met this requirement. Required every year by October 1.)
5. A completed Chapter/State Update Form. (Chapters formed in the previous 12 months have met this requirement. Required every year by October 1.)

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When HLAA receives all of the completed forms, we will send a letter from the HLAA controller, stating that the organization has been included under HLAA's 501(c) (3) group exemption renewal application. **Until you receive this letter, please note that the organization is NOT covered.** Should you have questions about this process, please email or snail mail HLAA's director of Chapter Development at Chapters@hearingloss.org.