

NAWCC Group Exemption Requirements (only US based chapters)

1. Chapter Charter on file with the NAWCC, Inc.
2. Most current set of organizing documents and/or bylaws on file with NAWCC, Inc. Documents must be signed by two officers.
3. Information as to whether the chapter is incorporated or not. If incorporated a copy of incorporation certificate or registration.
4. Resolution/letter requesting to be covered under the NAWCC's group exemption (use sample available in Chapter Administration Documents under Chapter Information in Member Central on www.nawcc.org website).
5. Copy of letter assigning EIN # (Federal Employer Identification Number).
6. Date that fiscal year ends.
7. Copy of most recent IRS 990-N, 990EZ or 990 exempt organization return (if ever filed).
8. Contact information (name, phone, email and mailing address) of chapter president/chair (principal officer).
9. Contact information (name, phone, email and mailing address) for person/officer designated to receive IRS notifications (can be the same as principal officer). This will be the person the NAWCC will work with on all IRS matters.
10. A financial report for the most recently completed fiscal year (see chapter manual for samples). Must detail annual gross receipts from all sources.
11. Annual report, newsletters, announcements or other evidence of providing horological programs

If you have difficulty with any of these requirements, if documents are not available or if you need to discuss matters concerning inclusion in the NAWCC group exemption please contact:

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