

I. ORGANIZATION OF THE NON-PROFIT AGENCY

Effective Date: April 21, 2008

E. EMPLOYER IDENTIFICATION NUMBER

Non-profit organizations are required to obtain an employer identification number (EIN) from the Internal Revenue Service. This number is used on payroll reports and other documents filed with federal and state authorities. The EIN is also reflected on employee FORM W-2 statements and FORM 1099s sent to non employees at year-end.

The FORM SS-4 "Application for Employer Identification Number" is used to acquire the EIN. As the instructions indicate, the application should be submitted to IRS at least 4 to 5 weeks in advance of an organization's actual need for an identifying number. There is a provision whereby an organization can obtain a number by telephone in order to be able to file a return or make a tax payment. However, even in this case, the organization is required to follow-up with a properly completed FORM SS-4. The FORM SS-4 can be accessed at this web site: <http://www.irs.gov/pub/irs-pdf/fss4.pdf?portlet=3>

All businesses that are due reimbursements/ payments from a state agency will receive a letter and Payment Verification Form to complete and return to the Office of the State Controller (OSC). Information about the Payment Verification Form is found at http://www.ncosc.net/VPForm/Payment_Verification_Form_Information.html

Companies interested in doing business with the State of North Carolina need to register via an Internet application http://www2.eprocurement.ncgov.com/eprocurement/asp/section/ep_index.asp. Select "Vendors". Registration allows them to receive purchase orders and informal solicitations. This registration also allows companies to respond to informal solicitations for price quotes from those same entities through an Internet based application (eQuote).