

Group Tax Exemption Survey & Authorization
For Fiscal Year End June 30, 2010
Due Date: May 31, 2010

Annually, the Psi Chi Central Office is required to file its Group Exemption Letter with the Internal Revenue Service (IRS), and each chapter must file Form 990-N with the IRS. In order to meet these annual requirements, the Psi Chi Central Office needs updated information from all chapters.

Please complete all information requested; then return the form to the Psi Chi Central Office.

I. Chapter information

Chapter name: _____

Charter number: _____

Federal EIN: _____

Chapter mailing address: _____

Principal officer: _____

(Chapter President, Faculty Advisor, or Other Chapter Officer)

Email: _____

Chapter phone: _____

Chapter fax: _____

Chapter website: _____

II. Eligibility to File IRS Form 990-N

Does this Chapter normally have annual gross receipts of \$25,000 or less?

_____ Yes (Annual Gross are normally \$25,000 or less.)

_____ No (Annual Gross Receipts are normally in excess of \$25,000.) NOTE: Such Chapters must file separate tax returns. Consult your accountant or lawyer.

III. Request for National to file Form 990-N

For Chapters that answered "Yes" to prior question Only:

Does this Chapter authorize Psi Chi Central Office to file Form 990-N on its behalf?

_____ Yes _____ No

Note: This permission will remain in effect for subsequent years until expressly revoked in writing.

IV. Representations and Warranties

The undersigned represents and warrants to the Psi Chi Central Office that (a) he or she has full authority to complete and submit this Survey and Authorization Form on behalf of the designated Chapter and (b) to the best of his or her knowledge, all of the information supplied herein is true, correct, and complete.

Signature of Principal Officer

Title

Printed Name of Principal Officer

Date

SUBMIT THIS FORM VIA FACSIMILE (423-265-1529) OR E-MAIL/PDF (psichi@psichi.org) OR MAIL (PO Box 709; Chattanooga, TN 37401-0709) BY MAY 31, 2010, ATTENTION PSI CHI EXECUTIVE OFFICER MICHELE RUMPF.