



SMALL BUSINESS & NONPROFIT CLINIC

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In response to your request for information regarding notifying the IRS of an exempt organization's name change, cancelling a dissolved for-profit entity's EIN with the IRS, and searching for nonprofit 501(c) organizations other than those qualified under 501(c)(3) on the IRS website, I have outlined my findings below.

1. When a tax-exempt organization changes its name with the state, how does it then notify the IRS of the name change?

The organization must report the name change on its annual 990-series IRS tax return. In addition, it must report the name change to the Exempt Organizations Office in writing:

Internal Revenue Service
Exempt Organizations Division
P.O. Box 2508
Cincinnati, OH 45201

Copies of signed or state certified organization documents showing the name change should be attached to correspondence sent to the IRS. Examples of acceptable documents include:

- Articles of incorporation
- Association, constitution, or trust instruments
- Bylaws or other governing documents
- Any organization document

2. How does a dissolved for-profit LLC or corporation cancel its EIN with the IRS? Is state tax clearance required?

An EIN is a permanent federal taxpayer identification number that can never be cancelled. However, if a business dissolves, it can close its business account with the IRS. The EIN will still belong to the dissolved entity after the business account is closed with the IRS.

To close a business account with the IRS, an authorized representative of the dissolved business may write to the IRS stating the reason for closing the business account (e.g., dissolution of the business). This correspondence must include the complete legal name of the entity and the address used for the dissolved business. If possible, a copy of the EIN Assignment notice issued when the EIN was assigned should also be included. Materials should be sent to:

Internal Revenue Service
Cincinnati, OH 45999

Note that a business account cannot be closed until the business has filed all outstanding business tax returns. For example, if the business made a federal tax deposit or other federal tax payment, the business is liable for any business taxes, or the IRS notified the business that a business tax return is due, the account cannot be closed until the dissolved business makes the appropriate filing.

The IRS website provides a helpful "Closing a Business Checklist" for dissolving businesses at <http://www.irs.gov/businesses/small/article/0,,id=98703,00.html>. The checklist includes links to IRS forms that may be required for all types of business entities. The IRS does not require state tax clearance as a condition to closing an IRS business account.

3. Does the IRS website provide a search engine for 501(c) organizations other than 501(c)(3) organizations?

The IRS website (www.irs.gov) allows you to search for 501(c)(3) organizations, but there is no search engine on the IRS website for nonprofits falling under other 501(c) subheadings. However, GuideStar (www.guidestar.org) provides a search engine for nonprofit entities regardless of which 501(c) subsection they fall under. The search database is comprised of entities that have filed with the IRS, and those that have submitted information directly to GuideStar. The database therefore does not include entities that are not required to file with the IRS or that have not provided information directly to GuideStar and, as such, is incomplete.

The following information for nonprofits may be accessed with a free basic subscription to GuideStar:

- Registered name and address
- Which type of nonprofit it is, e.g., 501(c)(7)
- Which IRS forms are required for the organization
- Whether contributions to the organization are deductible
- What year the nonprofit was formed

One may search by the Name of the entity, or the Advanced search option provides a means to search by Keyword or Organization Name/City/State.

Login information for the GuideStar site is:

E-mail: biznp@law.msu.edu

- Password: nonprofit