

*American Gold Star
Mothers, Inc.*

Compliance





Compliance Committee Members

Chair: Patti Elliott, National 2nd Vice President

Committee Members:

Pam Stemple, National 1st Vice President

Robin Abbott, National Treasurer

Ex Officio:

Sarah Taylor, National President

Technical Advisor:

Lee-Ann Forsythe, Information & Technology Chair



FAQs – GoldStarMoms.com

1. Go to GoldStarMoms.com
2. Click on Members Only from the navigation menu
3. Select Compliance – Info & FAQs from the drop-down menu
4. Enter the password:
AGSMFamily (case sensitive) if needed
5. Click on the Compliance FAQs button to view existing FAQs

The screenshot shows the website interface. At the top, there is a navigation menu with a green arrow labeled '2' pointing to the 'Members Only' link. Below the navigation menu is a dark grey drop-down menu with a yellow arrow labeled '3' pointing to the 'COMPLIANCE - INFO & FAQs' option. The drop-down menu lists several items: 'COMPLIANCE - INFO & FAQs', 'NEB MEETING MINUTES JUNE 2021 - JUNE 2023', 'NEWSLETTERS 2021-2022', 'C&BL / LITTLE GOLD BOOK / NEB STANDING RULES', 'HQ STAY REQUEST', and 'PAY YOUR NATIONAL DUES'. To the right of the drop-down menu is a dark grey box with the text 'This area is password protected' and a login form with a password input field and a 'Login' button. A red arrow labeled '4' points to the password input field.

The screenshot shows the 'Compliance Information and FAQs' page. At the top, there is a heading 'Compliance Information and FAQs'. Below the heading is a list of items: 'COMPLIANCE INITIATIVE LETTER - 7OCT22' and 'COMPLIANCE FAQs'. A blue arrow labeled '5' points to the 'COMPLIANCE FAQs' button.



FAQs – GoldStarMoms.com

All questions received in workshops, in email, or phone calls with the NEB

- Will be added to the FAQs on the Compliance page of the Members Only section of GoldStarMoms.com
- All questions will be posted EXACTLY as they were asked.
- Each question will include the Name of the Member, Her Chapter, and Her Department
- Duplicate questions will be posted in the same manner
- A Member of the Compliance Committee will post and respond to questions within 48 hours. (NOTE: Some questions may require additional research. We will include this information in the response with an estimated date the reply will be updated.



Name Format for Chapters and Departments

Examples of Name Formatting

American Gold Star Mothers, Inc. – Department of FL-PR

American Gold Star Mothers, Inc. – Southwest Florida Chapter



Optional Email Addresses for Chapters and Departments

1. The email address can be requested on the form when documents are submitted to the Compliance Committee.
2. The address will replace the use of the Chapter/Department Leadership personal email address
3. One address per Chapter
4. Passwords may be reset by the Chapter User or the National IT Chair
5. The address will be used on the Chapter/Department page on GoldStarMoms.com

Sample Email Addresses:

GardeniaChapter@AmericanGoldStarMothers.org

DepartmentNC@AmericanGoldStarMothers.org

DepartmentWA-OR-AK@AmericanGoldStarMothers.org



Step 1: Determine Your Eligibility

You may apply for an EIN online if your principal business is located in the United States or U.S. Territories.

(Please ensure you are applying for an EIN as a Non-Profit Organization)

The person applying online must have a valid Taxpayer Identification Number (SSN, ITIN, EIN).
You are limited to one EIN per responsible party per day.

The “responsible party” is the person who ultimately owns or controls the entity or who exercises ultimate effective control over the entity. Unless the applicant is a government entity, the responsible party must be an individual (i.e., a natural person), not an entity.

Step 2: Understand the Online Application

You must complete this application in one session, as you will not be able to save and return at a later time. Your session will expire after 15 minutes of inactivity, and you will need to start over.

(Online Application Hours are Monday to Friday, 7am – 10pm Eastern Time)

Step 3: Submit Your Application

After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your EIN confirmation notice.



Tax Information For Businesses

Employer ID Number (EIN)

Employer ID Numbers

Apply for an EIN Online

Apply for an Employer Identification Number (EIN) Online

Apply Online Now

EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

- [Do I need an EIN?](#)
- [Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of inactivity, and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, [download the Form SS-4 PDF file](#) and the instructions for alternative ways of applying.



Funding Options

1. Reach out in your community. You may be able to locate a CPA, Tax Attorney, or existing 501(c)(3) who may be willing to assist your Chapter/Department pro bono or at a reduced cost.
2. After reviewing the complete process and forms, your Chapter/Department may choose to complete the process with your President and Treasurer
3. Harbor Compliance is ready and willing to assist. Charges will be \$1499 plus all applicable filing fees. If you wish to use Harbor Compliance, contact Tom Redd, Senior Account Executive Direct | 717-431-9131 tredd@harborcompliance.com



Deadlines

- ❑ All Departments must file for their own 501(c)(3)
- ❑ Chapters should vote (either at a regular business meeting or a Special Meeting called for that purpose in accordance with the Constitution & Bylaws) to determine how the Chapter will proceed by **1 December 2022**.
- ❑ On **25 October 2022**, a JotForm will be distributed to Chapter Presidents to advise how your Chapter will proceed. You will be asked to upload a copy of the minutes reflecting your vote on that form.
- ❑ All Chapters and Departments moving forward with a 501(c)(3) must provide documentation to the Compliance Committee that the process has been started no later than **No Later than 31 December 2022**



Deadlines Continued

- ❑ All Chapters and Departments moving forward with a 501(c)(3) must provide The Compliance Committee with their IRS Determination Letter once it is received. Compliance@AmericanGoldStarMothers.org
- ❑ We recognize some Chapters and Departments are not as active and may have special circumstances. If you are in one of those situations, please contact the Compliance Committee at Compliance@AmericanGoldStarMothers.org



Ongoing Obligations

- ❑ A spreadsheet will be added to the Compliance page of the Members Only section of [GoldStarMoms.com](https://www.GoldStarMoms.com) tracking the status of receipt of Chapters' and Departments' submissions.
- ❑ There will be certain state-specific filings that are required on an annual basis. Chapters and departments will be responsible for meeting those requirements(including any fees) on an ongoing basis.
- ❑ It will be the responsibility of the chapter and/or department to monitor and follow any requirements of their individual jurisdictions.

Compliance@AmericanGoldStarMothers.org



Important Reminders

- ❑ Each entity with a 501(c)(3) designation must file a Form 990-N (revenue under \$50,000 annually) or Form 990 (revenue over \$50,000 annually) on a yearly basis.
- ❑ Under current IRS rules, the deadline for filing either a Form 990-N or Form 990 is six months following the close of the fiscal year. All of AGSM operates on a July 1 to June 30 fiscal year, so this means each year by January 1 all Forms 990-N/990 will need to be filed.
- ❑ The IRS will revoke 501(c)(3) status for failure to file the required returns.

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Thank You for Joining Us!

