Notice of New Employer Identification Number (EIN) Assigned

Thank you for your Form SS-4, Application for Employer Identification Number. The number assigned to you is shown above. This number will be used to identify your business account and related tax returns and documents, even if you do not have employees.

1. Keep a copy of this number in your permanent records.
2. Use this number and your name exactly as shown above, on all Federal tax forms.
3. Use this number on all tax payments and tax related correspondence or documents.

Entity Information includes your EIN, business name, trade name, street address, city, state and ZIP code. When filing tax documents or making FTD payments, it is important to use the IRS prepared label and/or coupon. However, if this is not possible, your EIN and complete information as shown below must be used to properly identify your account and avoid processing delays (for IRS mailing purposes your account will appear as shown above).

If for any reason this information is not correct, please return the bottom portion of this notice indicating the changes.

VINA AMERICAN VOLUNTEER
ORGANIZATIONS FOR INDOCHINA
1514 EDDINGTON PLACE
SAN JOSE CA 95129

If you are a trust, your tax year generally must be a calendar year, unless you are exempt from taxation under section 501(a) of the Internal Revenue Code or a charitable trust described in section 4947(a)(1) of the Code. A partnership must conform its tax year to either its majority partners, its principal partners, or a calendar year, in that order, unless it can establish a business purpose for using a different year. Personal service corporation must have a required year for its tax year unless it can establish a business purpose for using a different year. See Publication 538, Accounting Periods and Methods, for a fuller discussion on the required year, including exceptions to the requirements. This publication is available at most IRS offices for more information.

If you are required to make Federal tax deposits for employment taxes (Forms 841, 843, 940 or CT-1), excise taxes (Form 720), and/or Income taxes (Forms 1120, 990-C, 990-T, or 990-PF), we have requested an initial supply of Federal tax deposit coupon books for you. Please allow 5 to 6 weeks for delivery. If you are not required to make Federal tax deposits, please disregard the enclosed Form B109-B, Federal Tax Deposit Coupon.

Please note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. Any organization (other than a private foundation) having annual gross receipts normally of $25,000 or less is exempt by statute if it meets the requirements of Section 501(c)(3) of the Internal Revenue Code. These organizations are not required to file Form 1023 (Application for Recognition of Exemption) or file Form 990 (Return of Organization Exempt from Income Tax). However, if the organization wants to establish its exemption with the Internal Revenue Service and receive a ruling or determination letter recognizing its exempt status, it should file Form 1023 with the key district director. For details on how to apply for this exemption, see IRS Publication 557, Tax-Exempt Status for Your Organization, available at most IRS offices.

Thank you for your cooperation.