



# Kiwanis<sup>®</sup>

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## How to file Form 8976

### FORM 8976, NOTICE OF INTENT TO OPERATE UNDER SECTION

**501(C)(4):** As a 501(c)4, Kiwanis clubs are **required to file a Form 8976.**

- To complete this form, you will need:
  - a. Club's Employer Identification Number (EIN)
  - b. Name of organization (club name)
  - c. Mailing address
  - d. Date of organization (charter date)
  - e. State of organization (state in which the club is located)
  - f. Filing Year Month (for the Kiwanis year, this is September)
  - g. Organization Statement of Purpose (select "Social Welfare / Civic League")
  - h. To pay \$50
- Visit the [IRS website, Form 8976](#)
- Click any of the "[Form 8976, Electronic Notice Registration System](#)"
- Log into system. If necessary, create an account. Save login information for future.
- For "Which application would you like to complete?":
  - a. For "Choose Organization Type", select 501(c)4
  - b. For "Choose Application", select "Form 8976, Notice of Intent to Operate Under Section 501(c)4..."
- Review "Gather Your Information" page & click "Next"
- On "Basic Information" page, enter Name of Organization, EIN (twice), & click "Next"
- On "Mailing Address Information" page, enter mailing address
- On "Organization Information" page, enter the information below & click "Next"
  - a. Date of Organization (club's charter date),
  - b. State of Organization (state in which the club is located),
  - c. Filing Year Month (for Kiwanis, this is September), and
  - d. Organization Statement of Purpose (select "Social Welfare / Civic League")
- On "Review Your Information" page
  - a. Ensure all information is accurate & click "Submit"
  - b. On next page, check box & click "Submit"
- Enter card information to complete \$50 payment and print pdf for your records
- In 2-3 weeks, you should receive an accepted or denied notification message in your "Form 8976 Electronic Notice Registration System" inbox. You will need to log back into the system to check your inbox.

*For questions, contact the District Office at (225) 769-9233 or [districtoffice@lamisstenn.org](mailto:districtoffice@lamisstenn.org).*