



KAPPA DELTA PI

INTERNATIONAL HONOR SOCIETY IN EDUCATION

Understanding Your Chapter's Tax Identification Number

What you need to know:

1. Your chapter has a unique tax identification number that allows you to conduct business for the benefit of the chapter. It may be called an Employer Identification Number (EIN) or a Tax Identification Number (TIN), but is the same 9-digit number. Share this number when making purchases, requesting donations, sending thank-you letters or receipt of financial support, and in discussion with potential partners/sponsors for your activities.
2. Using the chapter's tax identification number, you can request support from local businesses and individuals who may be able to provide financial assistance and/or in-kind donations to help with costs and needs of KDP chapter activities. This eligibility excludes chapters using their university's tax exemption or who have filed for their own tax exemption (not recommended). You need to check with your university's business office to understand which tax identification number you should use—the chapter's or the university's.
3. Chapters are established as subordinate entities of the Society and, for this reason, each KDP Chapter has its own unique federal tax identification number. An annual return must be filed for all chapters (using the EIN) with the Internal Revenue Service (IRS). For most chapters, KDP Headquarters files this documentation on behalf of the chapter each year after receiving its Annual Financial Report. Chapters that exceed \$50,000 in revenue must file independently.
4. Your tax identification number is assigned by and is on file at KDP Headquarters. It can be requested by a chapter officer at any time, as well as found on the Chapter Profile through [MyKDP](#). Contact your Regional Chapter Coordinator if you need assistance locating this number or understanding how to use it.

Can chapters use the Society's tax identification number?

No. The Society's tax identification number is for Headquarters business activities only. When hosting events, requesting donations, and conducting other chapter business, your chapter's unique tax identification must be used. If a chapter misuses the Society's EIN, the chapter may be required to forward all donations/goods received to KDP Headquarters.

Maximize support for chapter activities, including Convo 2017.

Use your chapter's tax identification number and exempt status to your chapter's benefit. For example, to reach your goal of getting your chapter to Convo 2017 in Pittsburg, reach out to local businesses to host a fundraising activity such as a charity dining night to support your chapter. You can look for in-kind support as well by asking local businesses to donate goods or services. Examples of an in-kind donation include partnering with a transportation company to donate time to transport your chapter members to the airport, or a bakery to donate cupcakes for a bake sale on campus. The key is to use your unique tax identification number for the best result.