

## American Association of Occupational Health Nurses

### Chapter Financial Requirements and Tax Exemption Status

- All expenses (including the cost of incorporation) and liabilities of a chapter are the sole responsibility of that chapter, and the AAOHN shall have no liability with respect to any such obligation.
- Chapter dues will be collected by the AAOHN National Office, and the National Office will maintain the Chapter’s membership lists. AAOHN will provide access to membership rosters, for the purpose of verifying membership.
- In their incorporation application and in their bylaws, Chapters may determine which IRS tax exempt status most closely fits their intended purposes. AAOHN is a 501(c) (6) non-profit, tax exempt corporation, which enables AAOHN to conduct certain lobbying activities on behalf of the profession. The AAOHN Foundation is a non-profit 501(c) (3) organization, which enables the Foundation to accept tax-deductible contributions. The table below summarizes the IRS differences between such organizations.

Categories	501(c) 3	501(c) 6
<b>Primary Purpose</b>	Organization must serve the general public and the members of the selected industry	Organization must provide benefits to members of the industry, not necessarily the needs of the general public
<b>Charitable Contributions</b>	<b>Yes</b> , organization may accept charitable contributions	<b>No</b> , organization may not accept charitable contributions
<b>Limits on Lobbying Expenditures</b>	<b>Yes</b> , organization has limits on lobbying expenditures	<b>No</b> , organization does not have limits on lobbying expenditures
<b>Political Campaign Restrictions</b>	<b>Yes</b> , organization has restrictions on political campaigning	<b>No</b> , organization does not have restrictions on political campaigning though campaigning cannot be their primary activity

<b>Income-Support Restrictions</b>	<b>Yes</b> , organization has restrictions on how much of its income can be unrelated business income	<b>Yes</b> , organization has restrictions on how much of its income can be unrelated business income
<b>Subject to Unrelated Business Tax</b>	<b>Yes</b>	<b>Yes</b>

- **Employer Identification Number (EIN):** You must use an EIN if you are a non-profit; even if you do not have employees. Most banks will require you to apply to the IRS for one in order to open a checking account. You can apply for your EIN (form SS-4) by contacting the IRS Service Center listed for your area in the form SS-4 instructions.

- **Filing Federal:** Every organization exempt from federal income tax under section 501 must file an annual information return (form 990) except those having gross receipts in each tax year that normally are not more than \$25,000. Even though an organization is recognized as tax exempt, it still may be liable for tax on its unrelated business income. Unrelated business income is income from a trade or business, regularly carried on, that is not substantially related to the charitable, educational, or other purpose that is the basis for the organization's exemption. An exempt organization that has \$1,000 or more gross income from unrelated business must file form 990-T, and must make quarterly estimated tax payments if it expects its tax for the year to be \$500 or more.
- **Filing State:** Each chapter should adhere to their own state regulations for filing income taxes.
- Chapters are advised to contact professional assistance for tax or incorporation-related questions.