



Continuity Cover Sheet:

1. Log in Information for your Club Accounts:
 - a. Website:
 - b. Facebook:
 - c. Instagram:
 - d. LinkedIn:
2. Website Information:
 - a. Domain Name:
 - b. Who With:
 - c. When Payment is Due:
 - d. Account Number/Access Number/Passwords:
3. Bank Account (for each account-Operations, Community Giving, and/or Thrift Shop):
 - a. Bank Name:
 - b. Account Number:
 - c. Who is on the account:
 - d. Do you have a debit card/Who has the card:
4. IRS:
 - a. What is your nonprofit designation:
 - b. What is your EIN Number:

(If you have two, match each number up with the name of the Org and its designation)
 - c. A Copy of the Determination Letter
 - d. What is your Fiscal Year:
 - e. What Date Did You Last File Your Taxes:
 - f. When Do You Need to File Your Taxes:
 - i. Link to Copy of That Filing:
 - g. Current List of Potential Auditors for your Bank Accounts:
 - h. Link to copy of that filing
5. Installation Documents:
 - a. Link to Your Private Organization Approval
 - b. List the Renewal Dates:
 - c. Link to Current Constitution and Bylaws
6. State Documents:
 - a. Notes that Explain What the State requires of Your Club to Stay Current:
 - b. Notes on When Something is Due to the State with Contact Info and Money Amount That May be Due:



COUNCIL
FOR MILITARY SPOUSE CLUBS

- c. Discussion on your Nonprofit Solicitation Standing. Where filed, When Paperwork Needs to be Resubmitted, etc:

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The Council for Military Spouse Clubs is a Section 501(c)(3) tax-exempt charitable organization under the Internal Revenue Code and is a registered nonprofit corporation in Colorado. EIN 86-1552088.