

How to Claim Your Nonprofit Profile

Learn how to request permission to update your organization's profile.

To claim your nonprofit profile, you must first create a personal account on GuideStar. We highly recommend you create your account using an email address associated with your organization, as this may grant you immediate access to your profile once you submit your request to claim.

Once you have claimed your nonprofit profile and maintain that profile on an ongoing basis you will have unlimited access to your organization's profile page.

Submit a Request to Claim Your Profile

1. Sign in to [guidestar.org](https://www.guidestar.org).
2. Click [Update Nonprofit Profile](#) at the top of the home page.
3. Click the yellow **Get Started Now** button.

Reach millions of funders through your online profile

Claim your GuideStar Nonprofit Profile

You have the power to choose what **tens of millions** of potential donors see about your organization. Claim your **free GuideStar Nonprofit Profile** to boost your online presence.

Get started now



4. Search for your organization by name, Employer Identification Number (EIN), or headquarters. Please note, your EIN must be in the following format: 12-3456789.

Now, let's match you with your organization on GuideStar

Searching by your Employer Identification Number (EIN) is the surest way to find your organization.

Organization name or EIN

Select HQ location



Benefits

How to update

Seals of Transparency

What people say

5. Fill out a brief form. Please include all applicable information, as this will help us verify that you're a legitimate representative of your organization. **Note:** *All fields with an asterisk must be completed to submit request.*

6. Once you click submit, your information will be sent to our support team, who will review your request within 2-3 business days.

Upload Additional Documentation

If your organization does not have a website or you do not have an email address associated with your organization, we will need additional documentation in order to approve your request.

- Start by clicking **Upload Documents Now**.
- **Note:** If you do not have the documents available, you can click on **Email me a Request**. We will send you an email with a link to upload your documents when you're ready.

More information needed!

We will need additional documents to verify you. Would you like to receive an email asking for your organization's **EIN Issuance Letter or IRS Issued Letter of Affirmation**, or would you like to upload the documents now?

Email me a request

Upload documents now

- Click **Add A Document** to upload either an **IRS EIN Issuance Letter** or an **IRS Issued Letter of Affirmation**.
- Click **Submit Request** to send your documents to our support staff. We will review your request as quickly as possible and in the order it is received. Watch your email. When approved, we'll send you a link to get started within 3 business days.

We need more documentation in order to grant you access to this profile

IRS document

Upload one of the following documents:

1. IRS EIN Issuance Letter, **OR**
2. IRS Issued Letter of Affirmation

Please upload a document in a PDF format.

No file selected.

What kind of document is this?

- IRS EIN Issuance Letter
- IRS Issued Letter of Affirmation

No other documents (including a letter of determination) will satisfy this requirement. If you don't have either of these documents, please contact the IRS Exempt Division at (877) 829-5500.

[Send me an email reminder](#)

[Submit request](#)

Candid.

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Foundation Center and GuideStar are Candid.

What's an IRS EIN Issuance Letter? A confirmation letter that was sent to your organization after being assigned an Employer Identification Number (EIN) with the IRS. See example below:

Date of this notice: [REDACTED]

Employer Identification Number:
[REDACTED]

Form: SS-4

Number of this notice: [REDACTED]

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN [REDACTED]. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.
[REDACTED]

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

A limited liability company (LLC) may file Form 8832, *Entity Classification Election*, and elect to be classified as an association taxable as a corporation. If the LLC is eligible to be treated as a corporation that meets certain tests and it will be electing S corporation status, it must timely file Form 2553, *Election by a Small Business Corporation*. The LLC will be treated as a corporation as of the effective date of the S corporation election and does not need to file Form 8832.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

What's an IRS Issued Letter of Affirmation? A letter your organization request from the IRS to confirm an organization's tax-exempt status or to reflect a change in its name or address. [Click here](#) for more information. See example below:



OGDEN UT 84201-0038

In reply refer to: 0437958642
Mar. 18, 2013 LTR 4168C 0
000000 00
00033403
BODC: TE

CHURCH OF REALITY
% MARC PERKEL
7498 CHESTNUT ST
GILROY CA 95020-5806



034173

Employer Identification Number:
Person to Contact: L Reed
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 07, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 2005.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Please note, no other documents, including a Letter of Determination (A letter issued by the IRS when an organization is granted tax exempt status), will meet this requirement.

What if I don't have a Letter of Affirmation? If you do not have a Letter of Affirmation, please contact the Nonprofit Division of the IRS. The IRS has posted instructions for requesting a letter of affirmation at [Exempt Organizations-Letter of Affirmation](#). Although the instructions say you can call, many people have told us they have been unable to reach IRS Exempt Organizations by phone. We recommend sending a letter instead. The webpage outlines what must be included in the letter.

Once you are approved, you will receive an email confirming you now have access to your organization's profile. Sign out of GuideStar and sign back in to reset your permissions.