

***Requirements for Organizing Your Church or Ministry***  
***To Be Under the Covering of The 501(c)3 of Independent Assemblies***  
Revised March 2011

1. Apply to the IRS for an Employer Identification Number (EIN) You can apply online or download forms and instructions at [www.IRS.gov](http://www.IRS.gov) Type in SS-4 in search box. Or dial 1-800-829-3676 and ask for form #SS4.
2. Incorporate your church or ministry in your state. Forms are obtainable at the office of Secretary of State of your State Capitol. In Oklahoma, go to <http://www.sos.state.ok.us> select *download forms*, then select *Okla. Corporations*, then *Certificate of Incorporation Forms and Procedures (not-for-profit)* Or call 405/521-3911.
3. Draft your Constitution and By Laws and call a business meeting to adopt them. **Suggestion:** Churches: Pass out copies ahead of time for voting members of your governing body. Have a meeting of the governing body to adopt your Constitution and By Laws and establish the officers of the corporation.
4. Complete the church or ministry application and send to the President's office (below). Enclose a copy of your Constitution and By Laws , EIN number and a copy of your Incorporation Certificate.

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**PLEASE NOTE:** Independent Assemblies is recognized with the IRS under Group Ruling #1963. You may use this number to identify our group. **NEVER USE IA'S EIN NUMBER** on matters having to do with your own church or ministry taxes as this can cause serious problems for you and IA. **ALWAYS USE YOUR OWN EIN NUMBER.**

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**CHURCHES:** Don't forget to get your Sales Tax Exemption number from the Tax Commission at the Capitol of your State for all your purchases in your church or ministry. We DO NOT need that in your files. In Oklahoma, Not-for-Profit Organizations are not usually issued sales tax exemption.

If we can be of any further help to you, please contact the Ada office or the Lexington office.

Mickey Keith, President  
P. O. Box 1546  
Ada, OK 74821  
580/310-0222  
Email: [mickey.keith@gmail.com](mailto:mickey.keith@gmail.com)

Ken Anderson, Secretary/Treasurer,  
P.O. Drawer 1120  
Lexington, OK 73051  
405/527-9755 or 527-6030  
Fax: 405/527-9387 or 527-1074  
Email: [kda@valornet.com](mailto:kda@valornet.com)