



How to Establish a Starlings Club Affiliate

STEP ONE

Apply for Federal Employer Identification Number

- Online: This form can be found at www.starlings.org/affiliateagreement
 - Or using this URL:
www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online
- Via mail: Submit IRS Form SS-4 to
 - Internal Revenue Service, Attn: EIN Operations, Cincinnati, OH 45999

STEP TWO

Submit Articles of Incorporation for a nonprofit corporation to your Secretary of State. We have provided a standard template for your convenience. You will need the following to include in the document:

- Identify three members for the board of directors
- Identify the Register Agent for the corporation. This is typically the Club Director

STEP THREE

Open a Starlings Club checking account at Chase Bank

STEP FOUR

Determine how you will maintain bookkeeping records

- Contact Colette Kelly of Self Presents, LLC at colette@selfpresents.com to set-up bookkeeping services if desired

STEP FIVE

Forward the following documents to Karen Neal, Director of Operations:

- Assigned Federal Employee Identification Number (EIN)
- Filed Articles of Incorporation from Secretary of State
- Preliminary Operating Budget
- Copy of Chase Bank Statement
- Signed Group Exemption Acknowledgment Letter

Please Contact Karen Neal at karen@starlings.org or 760-525-3320 to help with your club set-up

You can also find the attached documents on the Starlings website www.starlings.org/affiliateagreement