

FAQs

The following is a list of Frequently Asked Questions that may help you find answers to your questions in a quick and concise manner.

Questions / Answers

Q: What is my EIN?

A: The EIN is a unique “Employer Identification Number” that is issued to each affiliated Aglow group by the IRS. This includes Lighthouses, Area Leadership Teams, and others, including Aglow International.

Q: What is my EIN for?

A: The EIN identifies you as an affiliated part of Aglow International which is a 501(c)3 tax exempt organization. The number is used as your identification for banks, post offices, and taxing authorities.

Q: Where and how do I get an EIN?

A: The Global Field Office – U.S., obtains an EIN for our affiliated groups. One should have automatically been applied for when your Area/Lighthouse was affiliated. A copy of the letter from the IRS documenting your EIN was sent to you with your affiliation paperwork. This form should be kept in the president’s files and a copy kept in the VP of Financial Development files and passed on as needed to new leaders in those positions. If you don’t know what your EIN is, call the Global Field Office – U.S. at the Global Headquarters.

Q: Why do we need to know Aglow International’s main EIN?

A: Aglow International’s EIN is the number that is associated with our corporate tax-exempt status. Sometimes banks want to see the official “Letter of Determination” from the IRS giving Aglow International and all its affiliated groups (subordinates) 501(c)3 tax-exempt status. As of 2016, this information is sent directly to banks when opening an account.

Q: Does my Aglow have to file a tax return?

A: Yes. As of 2008, every Area and Lighthouse is required to file form 990-N e-Postcard, regardless of income. If your income was less than \$50,000 in a year, a 990-N e-Postcard needs to be filed. If your Aglow had income of over \$50,000 in a year, you may need to file a 990EZ tax report. (See [Page 23](#) for more information.) **However, as of May 2016, we are asking you NOT file the 990-N e-Postcard until further notice from Global Field Office – U.S.A.**

Q: Are receipts required for all donations?

A: **Receipts are required by law for a one-time gift or an accumulative gift of \$250 or more.** However, you are free to give a receipt to anyone who requests a receipt for a lesser amount. If someone requests a receipt from you for their giving, you will need to provide one for them. (See sample of a gift receipt in *Forms/Masters/Samples*.)

Q: What kind of receipt do we give someone who donates an item (not money)?

A: These gifts are called “Gifts-in-Kind.” These gifts are acknowledged with a receipt describing the gift with no dollar amount. The donor determines what they deem as “fair market value” for their personal tax return. (See sample of gift-in-kind receipt in *Forms/Masters/Samples*.)

Q: If I am a Lighthouse Vice-president of Financial Development, where do I send my Annual Financial Report?

A: The Annual Financial Report for a Lighthouse is sent to the Area Leadership Team by January 15th.

Q: If I am an Area Vice-President of Financial Development, where do I send my Annual Financial Report?

A: The Annual Financial Report for an Area Leadership Team is sent to the Global Field Office – U.S., as well as your U.S. Regional Director by January 31.

Q: Can our Aglow receive specific donations to send our leadership to conference or another official Aglow International Transformation trip?

A: Yes. Aglows may use Aglow funds to send leadership to an Aglow International conference, Leader's Training, or Regional Rally. You may help send a leader on an Aglow sponsored transformation trip. That trip is considered a working mission trip. You may not, however, use Aglow funds to send someone on an Aglow's yearly trip to Israel. That trip is considered a personal awareness trip and would be a benefit for the individual.

If your U.S. Regional Director is holding a special event to minister to Muslim women in your region, you may raise money to send your leadership to be part of what God is doing through Aglow to minister to these women.

This DOES NOT include the yearly sightseeing and familiarization trip that Aglow takes to Israel. This trip is considered a personal trip.

Q: Where can I find out what the new mileage reimbursement rate is for the year?

A: The new mileage rate will be on the IRS Web site at the beginning of each year when the IRS releases the mileage rate. You can go to www.irs.gov.

Q: Can I Send a donation to Aglow International using my check or credit card?

A: Yes. Aglow International can take Visa, MasterCard, Discover, or American Express cards to process your donation. However, a word of caution here. Please do not e-mail this information to Aglow International. E-mailing is not secure and someone could steal your information. Web sites can be secure but e-mail is not. You must call, write, or fax us your credit/check card information, or go on line to the Aglow International Website, www.aglow.org.

Q: Where do I go if I have a problem or a question?

A: If you are a Lighthouse leader, first seek help from your Area Leadership Team and then your State Leader or Regional Director. You may always feel free to contact the Aglow Headquarters office and speak with someone in the U.S. Department, or you can email the U.S. office at u.s.field@aglow.org.