



Delta Mu Delta

INTERNATIONAL HONOR SOCIETY IN BUSINESS

August 24, 2010

To the Financial Institution Underwriters:

Subject: Opening a local account for one of our subordinate chapters.

Delta Mu Delta Honor Society was created in 1913 and incorporation in the Commonwealth of Pennsylvania in 1952.

We have created a package with a certified copy of our Articles of Incorporation. Each chapter is not separately incorporated. Instead, as an IRS subordinate, they have local bylaws that must be approved by us.

In 1973 the Internal Revenue Service established us as the “central organization” or “parent” with a Group Exemption Number (GEN) 2563 with all our chapters as subordinates. Please refer to IRS document #4573 for clarification. This was to embrace all chapters with our 501(c)(3) status.

We apply for an EIN for each chapter and on our SS4 assign them to our GEN. The new Faculty Adviser should have brought the fax from IRS where the cover page verifies assignment to our Group Code and the second page shows the FEIN. Also, should be the IRS verification LTR 147-C which shows the same name & title.

Annually, we report to IRS on all chapter adds/drops and changes. We can include a copy of our most recent IRS filing from the beginning of this year. However, this report will not have our newest chapters listed. Note that the address of all subordinates is the address of the parent (us) and that we file all 990-N tax forms for the subordinates from this office as representing the “central organization.”

The request to open a chapter account is from an appointed DMD Faculty Adviser - brought to you is the Letter of Appointment and subsequent Letter of Authority. The account name at your institution will be **Delta Mu Delta Honor Society** with their unique EIN.. The Faculty Adviser has a copy of their Chapter Bylaws which clearly state that the position has the authority to open/close/transact a chapter account. *They will be using a local mailing address as given to you by the Faculty Adviser.*

Please note that the chapter has no financial affiliation with its educational institution.

If you require any additional information, please contact me directly.

Sincerely,

R. L. Sosnowski
Executive Director