

# How to get proof of your church's group exemption



To apply for the free Canva Pro account for nonprofits, you need a document proving you are part of the UMC's group exemption. Here are the instructions to follow to get this document.

## Step 1

Go to <https://www.umgroupruling.org/>. Enter your church's EIN, the IRS's Employer Identification Number for your church. This can be found on your payroll records. Choose Church as your type of organization. Check that you are not a robot, and hit submit.



### Welcome to the United Methodist Group Ruling Website

The Internal Revenue Service (IRS) delegates some of its responsibility to central organizations to streamline the process for organizations to be recognized as tax-exempt organizations under the 501(c)(3) tax code. For a more detailed explanation and additional information, please see our FAQ section on the side menu.

#### Start your application below

##### What is your EIN?

##### What type of organization are you?

- Church
- District
- Conference
- Charge or Parish
- United Women in Faith or United Methodist Men
- Other

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Submit

## Step 2

Search for your church. Hit the select button to the right of the screen when you find it.



Group Ruling Application

EIN Entered: \*\*\*\*\*

Group Ruling FAQ

Search for your Church by name or city

GCFA Tax Resources

{\*} If your Church is showing the wrong city and state, don't worry. You'll be able to change it later.

GCFA Legal Manual

Other Legal Resources

GCFA Website

Contact Us

Select

{\*} Can't find your Church? Contact us here.

## Step 3 A

Complete this application. (See next page for second half of the application)



[Group Ruling Application](#)

[Group Ruling FAQ](#)

[GCFA Tax Resources](#)

[GCFA Legal Manual](#)

[Other Legal Resources](#)

[GCFA Website](#)

[Contact Us](#)

### Application Overview

Please complete the form below to receive a Certificate of Inclusion letter verifying your organization's tax-exempt status as a group ruling subordinate. You should complete this form if 1) your organization is applying for inclusion for the first time or 2) you are in need of an updated inclusion letter for your organization. This website was designed so that you can easily request a letter, and submit any updates needed, at any time.

As you see below, your organization's name and address have populated according to how they are currently listed in our Chronicles database. This is how they will appear in your letter if no changes are requested. To request changes to the name and/or address, you will first need to select the "I need to make changes" button below the address. When this button is selected, the name and address fields will become editable and you will be able to edit the information as needed. Your organization's legal name and current address should be listed on your group ruling letter.

Additionally, you will see options to have your organization listed on GuideStar and the IRS Exempt Organization Business Master File ("EO BMF"). If you would like additional information on either of these options, please use the associated links.

When all fields are complete, please click the Submit button to proceed. If no changes to the organization's information were requested, you will be taken to the confirmation page where you can obtain your tax packet by viewing it in the browser, downloading it to your local device, and/or emailing it to the contact email listed on the form. Your tax packet will include three documents: 1) your group ruling certification letter, 2) the 1974 IRS letter to GCFA granting the group ruling, and 3) IRS Publication 1974 containing general information about group exemptions. We recommend that you keep all documents together when sharing with charitable organizations.

EIN Entered: \*\*\*\*\*

Conference Name

Address

City

State

Zip

The information above is correct.

I need to make some changes.

Please note that if changes to the information above are requested, you will not automatically receive your tax packet. We will process a letter manually after making the necessary changes.

### Contact Person

Contact First Name

Contact Last Name

Contact Title

Contact Email

Contact Phone

## Step 3 B

You can click yes to the Guidestar and EO BMF questions if you like. If you do so, you will need to include the pastor's name and check the four check boxes. Then check the certification box and submit the application.

### GuideStar

Would you like your organization listed on GuideStar?

For more information on GuideStar, see [here](#).

Yes

No

Year Founded (Not required)

Pastor or Senior Officer First Name

Pastor or Senior Officer Last Name

### EO BMF

Would you like your organization listed on the IRS Exempt Organization Business Master File ("EO BMF")?

For more information on the IRS EO BMF see [here](#).

Yes

No

**IMPORTANT: Selecting this option means requesting that GCFA send a manual request to the IRS to list your organization on the EO BMF database. It is crucial that all information for your organization above is complete and accurate. Please check and verify that the information is accurate by selecting the boxes below.**

- I verify that the organization name listed above is my organization's Legal Name as shown on all IRS correspondence.
- I verify that the EIN entered and listed above is accurate and is the EIN the IRS issued to my organization.
- I verify that the address listed above is accurate and is my organization's current address.
- I understand if any information is incorrect, that this could cause the IRS to reject the request to be listed on the database and could potentially cause issues for my organization if listed incorrectly.

### Certification

By checking the box below, I certify that to the best of my knowledge and belief, the above information is true, correct, and complete; that I am a duly authorized officer of the organization named above; and that the organization named above hereby authorizes the General Council on Finance and Administration to include the organization in The United Methodist Church Group Tax Exemption Ruling.

CHECK HERE

**Submit**

## Step 4

You will likely get the approval immediately, unless you made some changes to your church's info, in which case it will be emailed to the contact person when it is ready. Use the green download button to download this document, or email it to the address you listed for the contact person. You will use this PDF in the process of applying for the free Canva Pro account for nonprofits.

Please contact Jody Witter (jody.witter@minnesotaumc.org) if you have problems with this group ruling process.

 FINANCE & ADMINISTRATION  
General Council on Finance and Administration  
THE UNITED METHODIST CHURCH

**Group Ruling Request Approved - Minnesota Conference**

[DOWNLOAD](#) [EMAIL](#)

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 FINANCE & ADMINISTRATION  
General Council on Finance and Administration  
THE UNITED METHODIST CHURCH

PO Box 340029  
Nashville, TN 37203-0029

August 23, 2023

Minnesota Conference  
122 W Franklin Ave Ste 400  
Minneapolis MN 55404-2472

**Re: Certification of Inclusion in The United Methodist Church Group Tax Exemption Ruling**  
Affiliated Organization: Minnesota Conference  
Affiliated Organization's Employer Identification Number (EIN): \*\*\*\*\*

This letter will certify that the affiliated organization named above is included in The United Methodist Church Group Tax Exemption Ruling ("UMC Group Ruling"). In particular, as stated in the GroupRuling determination letter issued to The United Methodist Church by the Internal Revenue Service ("IRS"), this affiliated organization is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code.

This certification letter is issued by the General Council on Finance and Administration of The United Methodist Church ("GCFA"), the central organization for the UMC Group Ruling. As the central organization, GCFA has been granted the authority by the IRS to determine which organizations are included in the UMC Group Ruling. (The IRS Group Exemption Number ("GEN") for the UMC Group Ruling is 2573.) Thus, this certification letter, together with the enclosed copy of the IRS Group Ruling determination letter, serves to verify the tax-exempt status of this affiliated organization.

If you have any further questions, please feel free to contact the GCFA Legal Services Department at (866) 367-4232 or legal@gcfa.org.

Sincerely,

General Council on Finance and Administration of  
The United Methodist Church



Leticia Mayberry Wright  
Deputy General Counsel

Enclosures