

Are you listed on GuideStar?

GuideStar's website states that one of the questions they get most frequently is "How can I get my organization added to your database?" They go on to explain different circumstances.

For example, GuideStar won't list organizations that don't yet have IRS approval for their exempt status even if approval has been applied for. GuideStar will list organizations once IRS publishes them in the Business Master File, but that process takes months, so it is okay for you to send IRS approval information directly to GuideStar.

Some organizations such as churches, or organizations that file a combined return, won't get listed by IRS, so you will have to contact GuideStar and provide necessary information. For example, religious organizations that have not applied for recognition of exempt status to IRS and which have their own employer identification number must provide information about the year they were established and other information confirming their status (GuideStar lists 3 different sets of documents that are acceptable). Organizations that are part of a group ruling must provide a copy of IRS confirmation of their employer identification number and documentation that the organization is an official chapter or affiliate of the national organization.

Guide Star even provides procedures for small nonprofits with a charitable fiscal sponsor to listed on GuideStar.

You can contact GuideStar by email at outreach@guidestar.org, by fax at 757-229-8912 or by mail to GuideStar, 4801 Courthouse St., Suite 220 Williamsburg, VA 23188.