

## TAXES AND TAX STATUS OF AN OXFORD HOUSE CHAPTER

### Q-1. WHAT IS A FEDERAL EMPLOYER ID NUMBER (FEIN)?

Every Oxford House Chapter must have an Employer Identification Number. The Employer ID number or FEIN is similar to a Social Security Number. The FEIN identifies your Chapter to the Internal Revenue Service (IRS), your bank, and the State as a unique individual tax payer.

### Q-2. Who OBTAINS THE FEIN NUMBER FOR OUR HOUSE?

The person opening the house or the designated Chapter officer.

### Q-3. DOES OUR CHAPTER HAVE TO HAVE AN FEIN NUMBER?

All Oxford House Chapter must have an FEIN number. If you do not have an FEIN number, please contact Oxford, Inc. Chapters that do not have an FEIN number may be subject to penalties and special tax assessments.

### Q-4. IS OUR CHAPTER A NON PROFIT ORGANIZATION?

- NO. Individual Oxford House Chapters are NOT non-profit organizations. Oxford House Chapters may not claim to be non-profits or give tax receipts for donations. Only Oxford House, Inc. your World Service Office, is a 5.01(c)(3) non-profit organization. It is only through affiliation with Oxford House, Inc. that your Chapter may benefit from the non-profit status. Only Oxford House, Inc. may qualify and provide tax receipts for grants and donations to a Chapter.

### Q-5. DOES OUR CHAPTER HAVE TO PAY LOCAL SALES TAXES?

YES. All Oxford House Chapters pay local sales taxes. There is no exception. The status of non-profit corporation or affiliation with Oxford House does not exempt your Chapter from paying local sales tax. Non-profit status only exempts from Federal and State income tax. As good citizens of our community, we pay our local sales taxes.

### Q-6. CAN OUR CHAPTER BECOME A NON PROFIT?

NO. Non-profit status requires you to incorporate. We strongly advise you not to incorporate. Becoming a corporation will change your relationship to the houses you represent and expose you to liability claims.

### Q-7. CAN OUR CHAPTER RECEIVE COMMUNITY DONATIONS?

YES. However, you must call Oxford Inc. for help. We will be happy to assist in obtaining local grants and donations for a Chapter by providing the necessary information to the donor.

Q-8. CAN WE RUN A BUSINESS THROUGH OUR CHAPTER?

NO. You may sell Oxford House T-shirts and other small items to raise money for the Chapter or distribute Oxford House related material, but you may not run any kind of unrelated business through your Chapter. If in doubt, call Oxford, Inc.

Q-9. OUR CHAPTER OFFICE IS RELOCATING. WHAT HAPPENS TO OUR FEIN?

Notify the IRS of a change of address. If your Chapter changes its phone number or address, notify Oxford, Inc. as soon as possible.

Q-10. IS OUR OXFORD HOUSE CHAPTER A CORPORATION?

Oxford House Chapters are NOT corporations. Neither are Oxford House Chapters un-incorporated businesses. An Oxford House Chapter is a Voluntary Association of Oxford Houses. Oxford House, Inc. conveys a Recognition Certificate to a Chapter which authorizes it to use the Oxford House name.

Q-11 WHO IS RESPONSIBLE FOR CHAPTER BILLS?

You are, as you are fully self-supporting. All bills incurred by your Chapter are the sole responsibility of your Chapter. Oxford House, Inc., your World Association, is not a party to and is not responsible for any unpaid bills or obligations which your Chapter is unable to meet. Oxford House Inc., and/or any other agency cannot and will not co-sign or endorse any applications for credit or commitment which your house wishes to make. As any other single family, you are solely responsible for your own obligations.

FOR MORE INFORMATION WRITE OR CALL:

OXFORD HOUSE WORLD SERVICES OFFICE  
1010 WAYNE AVENUE SUITE 300 SILVER SPRINGS, MD 20910

PHONE: 301-587-2382  
OR TOLL-FREE: 1-800-689-6411  
TOLL FREE FAX: 1-888-689-6411