



Department Of the Treasury
Internal Revenue Service
Philadelphia, PA 19255-0023
Important Information - Please Read



IRS Notice CP575E

STRUCTURA
3306 KELLEY DRIVE UNIT 1102
CHEYENNE, WY 82001

January 12, 2026

We assigned you an employer identification number (EIN)

Your EIN is [REDACTED] The name control associated with this EIN is [REDACTED]

What you need to do

- If you did **not** apply for this EIN, visit [IRS.gov/EINNotRequested](https://www.irs.gov/EINNotRequested).
- Use this EIN and your name exactly as they appear above when you fill out your tax returns. Otherwise, it may cause delays. Keep a copy of this notice for your records because we'll only send it to you once. You can share a copy with future officers of your organization or anyone asking for proof of your EIN. If your name or address is incorrect as shown, send the correct information to the address at the top of this notice.

What you need to know

When you applied for an EIN, you said your organization is a non-profit. Getting an EIN doesn't mean you're automatically tax-exempt. You must apply specifically for tax-exempt status. You can find more information about the application process in Publication 557, Tax-Exempt Status for Your Organization.

To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms:

- Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code;
- Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code;
- Form 1024, Application for Recognition Under Section 501(a); or
- Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Most organizations claiming tax-exempt status must file a Form 990 series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you'll lose that status if you don't file a required return or notice for three years in a row. There are some exceptions, but generally, you need to file every year. We start counting those three years from the date we gave you your EIN. If the first tax year isn't a full twelve months, you still need to file a return for that year. If your organization didn't legally form in the same tax year you received your EIN, contact us.

For the most current information on your filing requirements and other important information, visit [IRS.gov/Charities](https://www.irs.gov/Charities).

Additional Information

- Refer to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business, for tips on keeping your EIN safe.
- Find tax forms or publications by visiting [IRS.gov/Forms](https://www.irs.gov/Forms) or by calling 800-TAX-FORM (800-829-3676).

- Call us at 800-829-4933 if you can't find what you need online. If you prefer, you can write to the address at the top of this notice.