

Microsoft software purchase program for Non-Profits

Microsoft Corporation offers significant discounts to non-profits through a special purchasing program. However, there are several steps that must be taken in order to qualify for the program. The savings realized will make it worth the initial effort required to take advantage of this program. The special pricing offered is a fraction of the typical retail price.

For a church or conference to qualify, the organization's EIN number must be listed in the IRS exemption database. Microsoft uses this database to confirm your organization's non-profit / exemption status. Being registered as a 501(c)(3) corporation does not automatically add your church to the exemption database. The procedure is as follows:

1. You may call IRS Exemption customer service at 877-829-5500 and ask them to see if your church or conference EIN number is listed in their exemption database. If it is, you will not have to go through the process of having it added and can skip step three.
2. The Free Methodist Church of North America has a group exemption (Group Exemption Number 1419).
3. If you have confirmed that your EIN number is not already in the IRS database you can have it added to the Group Exemption Number (GEN).
 - a. Contact Gary Kilgore's office at the FMWMC in Indianapolis at 317-244-3660 or 800-342-5531.
 - b. Gary or an officer of the corporation must submit a signed letter on company letterhead requesting that your church be added to the GEN.
 - c. You will need to provide Gary with your full church name, billing address, EIN number and the date your church was incorporated.
 - d. The letter can be faxed to the IRS at 513-263-3756 or mailed to the Department of Treasury, PO Box 2508, Cincinnati, OH 45201
 - e. It takes approximately 60 days for the IRS to complete the entire process of adding your EIN number to their database. You will be notified by mail when the process is complete. *You will need a copy of this letter when you place your software order.*
4. If you don't already have one on file, request a copy of the IRS letter to the Free Methodist Church of NA confirming the exempt status of our denomination office. The latest letter is dated April 27, 1990. *You will need a copy of this document as well when placing your software order or to even obtain pricing.*
5. Once you have received written notification from the IRS affirming the exempt status of your organization you can contact Nick Lionello at CDW (phone: 866-622-6282, fax: 847-968-1828) to request pricing and place your order. Nick will request a copy of the letters mentioned in 3.e and 4 above.