

## Instructions for Handwritten Forms

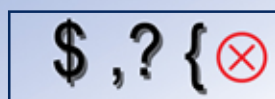
### Guidelines



Do not use red ink.  
Use blue or black ink.



Do not use dollar  
signs, commas, or  
other punctuation marks.



### Printing



Set page scaling to  
"none." The Auto-Rotate  
and Center checkbox  
should be unchecked.



Do not select "print on  
both sides of paper."



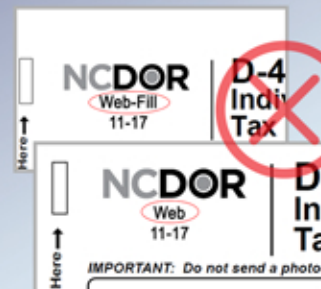
### Before Sending



Do not submit  
photocopies of returns.  
Submit originals only.



Do not mix form types.



# E-585NPA

## Application for Nonprofit Sales and Use Tax Refund Account ID

### Identifying Information

1. Federal Employer ID No.: \_\_\_\_\_
2. Type of Ownership: ☐ Corporation ☐ LLC ☐ LLP ☐ Other (Specify) \_\_\_\_\_  
If a corporation, state of incorporation: \_\_\_\_\_ If Corporation or LLC, enter N.C. Secretary of State ID No., if applicable: \_\_\_\_\_
3. Legal Name: \_\_\_\_\_
4. Trade Name (DBA Name, if applicable): \_\_\_\_\_
5. Entity Location in N.C.:  
(No P.O. Boxes; See  
Instructions for Entities  
without NC Entity Location)  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_
6. Mailing Address:  
Street or P.O. Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

- What type of entity are you? Organization Exempt from income tax under Section 501(c)(3): ☐ Church ☐ Other  
☐ Volunteer Fire Dept. ☐ Volunteer EMS Squad  
☐ Other Entity \_\_\_\_\_

-Are you currently registered for NC sales and use tax or withholding tax? If so, provide the NC account ID. \_\_\_\_\_

-Provide your National Taxonomy of Exempt Entities (NTEE) Classification Code, if applicable. \_\_\_\_\_

### You must attach the following required information based on your entity type.

1. Church exempt from income tax under Section 501(c)(3)
  - A church bulletin or church program showing operating hours of the church.
  - A copy of the organization's Federal Employer Identification Number letter issued to the Church by the Internal Revenue Service (typically Form SS-4).
  - A dated copy of the paperwork used to create the organization. (Articles of Incorporation, Bylaws, etc.)
2. Other organization exempt from tax under Section 501(c)(3)
  - A copy of the organization's 501(c)(3) federal determination letter issued to the organization by the Internal Revenue Service.
  - A dated copy of the paperwork used to create the organization. (Articles of Incorporation, Bylaws, etc.)
3. Volunteer Fire Department or Volunteer EMS Squad
  - A copy of the organization's federal exemption determination letter issued to the organization by the Internal Revenue Service or
  - Documentation that the entity is financially accountable to a city as defined in G.S. 160A-1, a county, or a group of cities and counties.
4. Other Entity
  - Contact the Sales and Use Tax Division at (919) 754-2500, select Option 3.

Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
I certify that, to the best of my knowledge, this application is accurate and complete.

**Application Instructions**

Use blue or black ink.

The purpose of this application is to assign a qualifying entity a nonprofit refund account number. This account number is to be placed on an entity's Form E-585, Nonprofit and Governmental Entity Claim for Refund State, County, and Transit Sales and Use Taxes.

**Step 1 - Complete Identifying Information.**

Line 1 Enter your Federal Employer's Identification Number.

Line 2 If the entity has applied for, but not received a Secretary of State ID No, enter "Applied For" in the space provided.

Line 3 Enter the legal name of the entity. The legal name of the North Carolina corporation or LLC is the name shown on the Articles of Incorporation or Articles of Organization filed with the Secretary of State. The legal name of an out-of-state corporation or LLC is the name shown on the Certificate of Authority issued by the Secretary of State.

Line 4 Enter the trade name by which your entity is known to the public.

Line 5 Enter the N.C. address of the entity, not the address of an individual or representative. If no location in N.C., enter the out-of State location of the entity.

**Step 2 - Sign the application.**

**Step 3 - Mail application and supporting documentation to North Carolina Department of Revenue, Sales and Use Tax Division, Nonprofit Sales and Use, PO Box 25000, Raleigh, NC 27640-0640. Questions can be directed to (919) 754-2500, select Option 3.**