

New Church Plant Required Information

Church Name

There are a few things that need to be taken into account before the church officially decides on a name. The first step is to ensure that the name is available within the state in which the church resides. The legal name of the church **cannot** be identical (though similar can be accepted) to another church already existing in the state. Name availability or business name searches are generally available on the Secretary of State's webpage. Please note that legal names cannot be identical; states tend to be more lenient when a church decides to go by a shortened or completely different name without making a legal change--this is a DBA (a name that the church is Doing Business As).

EIN

The Employer Identification Number (EIN) is a number granted by the IRS that is used to identify a business entity. This number functions as a social security number for the church, and can be obtained by filing form SS-4 online, by fax, by mail, or by phone. This process is so easy, there is a limit to how many EINs a responsible party can apply for in one day. This step is important for a church to complete to be seen as a legal business entity, but it is also needed for additional steps in the church planting process.

Mailing Address

This is necessary for the EFCA to know in order to set up a record for the church. This can be the same or separate from the worship address of the church, so if the two are different, please send us both addresses and clarify which is the mailing address. If either of these addresses change, particularly the mailing address, please contact the EFCA Administration team in order to update the church's record. This is especially important for churches who are under the EFCA's 501(c)(3) group tax exemption.

Contact Information

We request that each church plant provide us with a way to contact the responsible parties of the church plant. Ideally, one contact name with a telephone number and email address will be provided at this point. Additional email addresses, webpages, social media sites, telephone numbers, or the names of primary contacts are also appreciated.

Church Plant Information

Church Name:

Checked name availability with the state

EIN:

Filed Form SS-4 with the IRS

[IRS Additional Information page](#)

Mailing Address:

Worship/Meeting Address:

Contact Person

Name:

Email:

Phone:

Tax exemption

Interested in coming under the EFCA's 501(c)(3) group tax exemption

Seeking own ruling

Incorporation

No; not incorporating

Yes; Incorporation Number:

It is recommended that the church incorporate through the state, though this is not necessary. Any application to the state must include the church's Constitution and Bylaws. If the church has not made a decision on whether it will incorporate at this time, you may leave this section blank.

Additional Info