

Group Exemption Desk

PREPARED FOR

Example Service League (fictional)

Attention: Executive Director

FROM

Group Exemption Desk, a service of 1414618 B.C. Ltd.

British Columbia, Canada

{{postal_address}}

hello@grouplexemptiondesk.com · Business Number 716678545

What we prepare

WORK	FIXED PRICE
First-year filing package, 10 to 49 chapters - Roster check: your chapter list matched to the IRS master file and the automatic revocation list - Form 15644 for any change due by January 22, 2027, and your next annual Form 15644, filled in from your facts - Drafts of the 30-day notice and the after-removal notice for each chapter you remove - Supervision records: yearly chapter request, tracker and yearly chapter letter - Fax-ready packet and a dated filing record - Review by a licensed reviewer, an enrolled agent or exempt-organization attorney	US\$4,500
Total, US dollars	US\$4,500

Not included

- Contacting or representing you before the IRS
- Legal opinions, such as whether a chapter is under your control
- Applications by removed chapters for their own recognition
- Group returns (Form 990) for your chapters
- Signing, faxing or sending notices for you

Who does what

- We prepare the package from your chapter list and the IRS master file.
- A licensed reviewer, an enrolled agent or exempt-organization attorney, checks every package before your officer signs.
- Your officers decide which chapters stay.
- Your officer signs Form 15644; your organization sends any chapter notices and faxes the form to 833-312-5228.

Timing and payment

Delivery	Chapter notice letters by Friday, November 13, 2026; the full package by Friday, November 27, 2026, provided your chapter list reaches us by Friday, October 30, 2026.
Payment	Half when you accept this quote, half on delivery.
How to pay	ACH bank transfer or check, in US dollars. Payment details are on the invoice.
Tax form	We are a Canadian corporation, so we give US payers IRS Form W-8BEN-E instead of a W-9. It comes with the invoice, or sooner on request.
Vendor forms	Send us your vendor or supplier forms and we complete them.

To accept: reply "yes" to the email this quote came with, or send a purchase order that quotes GED-Q-2026-0001. This quote is valid until November 13, 2026.

Questions: hello@grouplexemptiondesk.com

Terms in short: we prepare the documents; your organization reviews, signs and files them. We give no legal or accounting advice and we never contact a regulator for you. If a regulator returns a filing we prepared for a reason inside this scope, we fix it free. Either side may end the work before it starts, with a full refund of anything paid. Our liability is capped at the fees paid, and British Columbia law governs. The full terms are in our service agreement, sent with this quote.

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