



THE SYNOD OF THE TRINITY

PRESBYTERIAN CHURCH (U.S.A.)

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TO OBTAIN A 501C3 LETTER

To obtain a 501c3 letter that documents that the church or unincorporated related mission (e.g. a nursery school or soup kitchen) is covered under the PC(U.S.A.) umbrella 501c3, you can either call or email Legal Services in Louisville. Current contact information to this department is listed below. Make sure you indicate what you want the letter to identify as part of the umbrella 501c3 (church or related mission). PLEASE include the church's EIN so it can be included in the letter.

Kathie Lyvers: 502-569-5020 or Kathie.lyvers@pcusa.org

You will need the following sufficient identifying data so they can find the church in their data base:

- Church name, street address with zip code
- Church PIN

My experience is that Legal Services in Louisville is VERY responsive. If you email the church identifying information and EIN, they normally will produce the 501C3 letter quickly and email it back to you within a day or two.

Please feel free to contact me with any further questions:

Chantal D. Atnip

Treasurer

(717) 737-0421

treasurer@syntrinity.org