AMERICAN ASSOCIATION OF PHARMACEUTICAL SCIENTISTS

U.S. STUDENT CHAPTER ANNUAL SUBMISSION FORM

Group Exemption & Financial Information Update

Submit annually (AAPS Fiscal Year: Oct. 1-Sept. 30)

Contact: Student Chapters at studentchapters@aaps.org or +1-703-243-2800

Student Chapter Information (Please Type)

Date:

Chapter Name:

Chapter EIN:

Point of Contact Information (Please Type)

Name/Title:

Email:

Phone:

Mailing Address:

City, State, Zip:

Part I: Group Exemption

Signing this group exemption authorization form serves as the Student Chapter's request to be included under the Group Exemption number that AAPS has filed for on behalf of both AAPS Student Chapters and AAPS Discussion Groups.

Falling under the group exemption relieves you from the burden of:

1. Filing required IRS forms
2. Incurring related filing fees to become a not-for-profit entity

Declaration

The AAPS Student Chapter understands that by signing this we are:

1. Subject to the AAPS' bylaws.
2. Not precluded from having our own bylaws as long as they do not conflict with AAPS' bylaws.
3. Considered a non-profit 501(c)(3) association like AAPS.
4. Required to submit all applicable renewal documents on an annual basis.

Part II: Financial Information

Check the following boxes that apply:

☐ **As a representative for this Student Chapter of AAPS, I understand that:**

1. Our Student Chapter is relieved from having to file IRS Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the IRC, and Form 1024 Application for Recognition of Exemption Under Section 501(a).
2. Our Student Chapter is required to be on the same accounting period (October 1-September 30) to be included in the Group Return should AAPS be required to file one.
3. Our Student Chapter is required to submit annual financial reports for the fiscal year (October 1 through September 30) to AAPS on or before the posted due date the third week of November of each year so AAPS can meet IRS filing requirements on our behalf.

☐ For FY 2026, our Chapter **did not** receive in excess of $50,000 (U.S.) gross receipts.

☐ For FY 2026, our Chapter **did** receive in excess of $50,000 (U.S.) gross

Financial receipts will be submitted to AAPS by November for the fiscal year ending September 30, 2026.

☐ I have attached copies of all bank statements (October 1, 2025 – September 30, 2026) associated with our EIN to verify that the student chapter does in fact have a bank account and that the EIN number is being used with regards to it. (Include statements from any bank account that uses your chapter's EIN.)

☐ I have attached a completed copy of the FY 2026 Financial Activity Summary spreadsheet and the Monthly Financial Activity spreadsheet which is part of the FY 2026 Roster and Finances spreadsheets.

_____

Student Chapter Chair Signature Date

_____

Faculty Advisor Signature Date