



Tax-Filing Assistance Required Information

Complete this form bring all reports/information requested with you to the Tax Filing Assistance Party. All information should be calculated and/or completed for the most recent complete fiscal year (July 1 – June 30).

Unit Information – Complete ALL Fields

Unit Name: _____

Unit Address: _____

Unit Phone and/or Fax#: _____

Unit EIN#: _____ Unit FTB#: _____ Unit CT#: _____

President's Name: _____

President's Address: _____

Attorney General's Office Charitable Trust Renewal (RRF-1)

• Did your unit hold a raffle in the past year? Yes Date: _____ No

• Gross Receipts Amount*: _____ Assets**: _____

*Gross receipts = ALL income (deposits) – membership dues remitted to District PTA

**Assets = the checking account balance on July 1 (the end of the fiscal year)

***If gross receipts are under \$25,000 no fee; \$25,000-\$100,000 requires \$25 renewal fee payable to the Registry of Charitable Trusts.

Internal Revenue Service (IRS)

990N (electronic postcard) – file this form if your gross receipts are less than \$50,000.
➤ Have YOU filed a 990N postcard for any PTA in the last 3 years? If so, please bring your IRS login and password information.

990EZ (paper form) – must be filed if your gross receipts are more than \$50,000 OR if your average gross receipts over the last three years are more \$50,000. It is recommended that you consult a tax professional who is familiar with non-profit filings for assistance in filing your tax returns.

Franchise Tax Board (FTB)

199N (electronic postcard) – file this form if your gross receipts are less than \$50,000.

199 (paper form) – must be filed if your gross receipts are more than \$50,000. It is recommended that you consult a tax professional who is familiar with non-profit filings for assistance in filing your tax returns.

BRING THE FOLLOWING ITEMS WITH YOU TO THE TAX FILING ASSISTANCE PARTY:

- This completed form
- Annual Financial Report (budget vs. actuals) for last fiscal year
(If gross receipts are close to \$50,000, bring AFRs for last three years)
- Year-End Audit
- Tax filings for previous fiscal year
- PTA checkbook and Online Payment Authorization Form (if gross receipts are over \$25,000)
- Bank Statement showing bank account balance on June 30th (or statement ending closest to that date)
- A laptop (if possible)
- Email addresses for all unit officers who will receive copies of completed electronic filings
(president, secretary, treasurer, financial secretary)
- Copies of your current approved Budget and Calendar if you have not already submitted them to District PTA.