

## Group Tax Exemption Program Organization Information Sheet

The following information is required to file annual reports with the IRS and/or the state of California.

**\*\*\*Please keep with your important papers and share with all appropriate officers\*\*\***

Organization Name: \_\_\_\_\_

For Club or APS: Your District's Name: \_\_\_\_\_

\*Our **Federal Employer Identification Number**: \_\_\_\_\_

- An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, Federal Employer Identification Number (FEIN), Tax Identification Number TIN or Tax ID that the Government assigns to an entity to identify the business (including non-profit organizations).
- It is a 9 digit number (for example, 12-3456789) assigned to sole proprietors, corporations, partnerships, estates, trusts, and other entities for tax filing and reporting purposes.

\*Our **California Corporation or Franchise Tax Board** entity number: \_\_\_\_\_

- Like the EIN, it is a 7 digit number (1234567) assigned by the Attorney General (for corporations) or FTB for filing and reporting purposes

\*Our **California Registry of Charitable Trust** registration number \_\_\_\_\_

- It is a 6 digit number (example: CT 012345) assigned by the Attorney General's office when the initial registration application is approved.
- Your organization will be listed on the California Registry which is available to the public

\*Our **California Registry of Charitable Trust Raffle** registration number \_\_\_\_\_

- It is a 4 digit number assigned by the Attorney General's office when the initial raffle registration application is approved.

\*Our **California Board of Equalization Seller's Permit** number \_\_\_\_\_

- Any organization conducting sales (plants, logo items, cookbooks etc.) are required to register with BOE and pay sales tax annually. A xxx-xxxxxx number is issued by the BOE

*\*PLEASE NOTE: Each of the above numbers must be unique to your organization. DO NOT use a number assigned to California Garden Clubs, Inc. or to your District.*

- If you have a number and are unsure of its owner, go to <http://oag.ca.gov/charities>, click on Registry Search and enter the number in the appropriate field.
- If it is a valid number the owner's record will be displayed.

### **Organizations must file annually by November 15th following the close of the fiscal year June 30th**

Those organizations with total annual revenue of \$50,000 or less may file IRS 990-N and FTB 199N online.

- You will need a password to complete and submit the IRS 990-N form.
- Choose a password for the organization NOT one that is personal to an individual. And NEVER ONE THAT IS USED FOR ANOTHER ACCOUNT.
- The password should be known to at least the President and Treasurer.
- When officers change at the end of a term, the password should be passed to the new officers.

IRS filing:

LogIn ID (it's the IRS EIN) \_\_\_\_\_

Our password \_\_\_\_\_

California FTB filing:

LogIn ID (it's the CA FTB entity #) \_\_\_\_\_

Registry of Charitable Trusts (filings and annual reports): Go to the California Attorney General's website:

[www.oag.ca.gov/charities/forms and download CT-1](http://www.oag.ca.gov/charities/forms%20and%20download%20CT-1), RRF-1, CT-NRP-1 and CT-NRP-2