



CALIFORNIA GARDEN CLUBS, Inc.

Sue Bennett

Email: gtep@cagardenclubs.org

September 8, 2023

Dear District Director and Treasurer:

Your district is currently a member of the California Garden Clubs Inc. **Group Tax Exemption Program (GTEP)** for the fiscal year July 2023 - June 2024. Now is the time to (1) Renew or (2) Withdraw from GTEP for the 2024 - 2025 fiscal year. Your response is required.

All forms are required and can be found at <https://www.californiagardenclubs.com/gtep/>.

Remember, your district must comply with IRS and California Franchise Tax Board requirements to file income tax returns or notices. Links are listed on the **IMPORTANT Information Sheet**. Refer to website.

(1) Renew	Complete	a) Renewal Form, and b) Prepare a list of your District's activities that took place during the recently completed fiscal year 2022-23, year ending June 2023.
		c) Prepare a brief financial statement of your District's recently completed fiscal year 2022-2023, year ending June 2023. The statement must show <u>actual</u> income received and expenses paid, and it is acceptable to sub-total by category, and
	Mail	Above files a), b) and c) along with d) check payable to CGCI to this chairman Non-refundable Fees: RENEWAL: Postmarked prior to February 1, 2024 a check for \$15.00, payable to CGCI RENEWAL LATE FEE: Postmarked after February 1, 2024 a check for \$30.00 payable to CGCI .
(2) Withdraw	Complete & Mail	Renewal Form marking the box stating, "We elect TO NO LONGER BE INCLUDED ", sign form, and mail it to the address shown on the form.

There is no need to pay additional fees to mail the information. If you can double side your paperwork, then it's only one stamp.

A District that has had its tax-exempt status revoked by the IRS cannot be included in or continue to participate in the CGCI Group Tax Exemption Program. If you have received a revocation notice within the last year, please contact this chairman immediately.

Please contact this chairman if you have questions about the renewal process and/or GTEP.

Sincerely, *Susan C. Bennett*

Susan (Sue) C. Bennett, Chairman CGCI Group Tax Exemption Program

You should NEVER use CGCI's EIN or FTB Entity ID for any reason and should it occur, it will be considered misuse.