California Garden Clubs Inc.
CGCI Group Tax Exemption Program Renewal Form
for **Fiscal Year July 1, 2024 - June 30, 2025*****

This renewal form, required documentation, and payment are ~~**due by February 1, 2024.**~~
*** Do not change the dates. You are sending in information for your club's recently completed fiscal year 2022 -23, year ending June 2023. If you change the dates, this form becomes invalid.

Club or District Name: _____

Our Club's District is: _____

☐ We elect **TO BE INCLUDED** in the California Garden Clubs Inc. Group Tax Exemption Program for the **Fiscal Year July 1, 2024 - June 30, 2025** (please complete all items below.)

OR

☐ We elect **TO NO LONGER BE INCLUDED** in the California Garden Clubs Inc. Group Tax Exemption Program. (please sign this form and return it to the address listed.)

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1. **Club Designated GTEP Information. Place your initials in the appropriate boxes below for a) and b)**

a) Our organization		**has a permanent PO Box mailing address and** is included below.
		does not have a permanent mailing address; therefore, the address included below is the mailing address of our organization's current president / director. If your organization **has a** permanent **mailing address use that instead of the** President/Treasurer or Director address**.**
b) Private foundation		I affirm that our organization is NOT a private foundation.
		Our organization has changed and is NOW a private foundation.
	(Note: A determination by the IRS that your club or district is a private foundation will jeopardize your ability to be included in the CGCI Group Tax Exemption Program.)	
Contact Name		
Mailing Address		
City		**Zip-code (5x4)**
Contact Phone Number		**Email**

2. **Organization Activity. By placing your initials in each box below,** you affirm the following statements as the authorized representative for this member of the CGCI Group Tax Exemption Program, I affirm that our CGCI CLUB or DISTRICT understands that:

	It is required to submit a **list and description of the __actual activities__** for the most recently completed fiscal year (July 1, 2022 - June 30, 2023) which ended **June 30, 2023,** to CGCI with this renewal form.
	It is required to submit a **__financial report__** for the most recently completed fiscal year (July 1, 2022 - June 30, 2023) which ended **June 30, 2023,** to CGCI with this renewal form.

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	It 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).*
	It is subject to the general supervision of California Garden Clubs Inc. as outlined in our Articles of Affiliation.
	It is responsible for its own tax return filings with the IRS and CA Franchise Tax Board (FTB) and **GENERAL NON-PROFIT/CHARITY Related Forms** any other that may be required. *California Garden Clubs Inc. does not file group tax returns.*

3. **Financial Information.** Please fill in the dates the forms were filed:

	DATE FORMS FILED
Our gross receipts were equal to or less than $50,000.	
Our IRS Form 990-N was filed online on	
Our CA FTB Form 199-N was filed online on	
Our gross receipts were more than $50,000	
Our IRS Form 990 or 990-EZ was filed mailed on	
Our CA FTB Form 199 was filed mailed on	
Our Annual Registration Renewal Report (Form RRF-1) was filed on	
Our Annual Treasurers Report (Form CT-TR-1) was filed on	

4. **Signature: I attest that to the best of my knowledge; the above information is correct.**
   All items must be completed. This form must be signed by the president / director or treasurer of the CGCI Group Tax Exemption Program member organization.

   Signature: _____

   Print Name: _____

   Title: _____ Date: _____

   Email: _____ Telephone: _____

5. **Checklist for submitting completed renewal form with related documentation and payment**

	RENEWAL FORM, signed
	ACTIVITIES REPORT
	FINANCIAL REPORT
	NON-REFUNDABLE FEE(S) **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.**
	Mail to: **Sue Bennett, GTEP Chairman** **7560 Shelborne Drive, Granite Bay, CA 95746-9459**