

## Group Tax Exemption Program Organization Information Sheet

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

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

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

Bank Name \_\_\_\_\_ Account # \_\_\_\_\_ Routing# \_\_\_\_\_

Signature on Bank accounts \_\_\_\_\_

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

- Refer to the IRS website <https://www.irs.gov/charities-and-nonprofits> under Tax-Exempt Organization Search (TEOS) to find your club EIN.
- 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 \_\_\_\_\_

- To find out if your account is active or suspended: [Entity Status Letter Revoked exempt organizations](#).
- 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 **CT** \_\_\_\_\_

- Search the Files of the Registry of Charitable Trusts <https://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y>
- Go to the California Attorney General's website: [www.oag.ca.gov/charities/forms](http://www.oag.ca.gov/charities/forms) and download CT-1, CT-TR-1, RRF-1, CT-NRP-1 and CT-NRP-2
- 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 **RF** \_\_\_\_\_

- 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.**

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

- You will need a password to complete and submit the IRS 990-N form and FTB 199N online.
- 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 #) \_\_\_\_\_

Who has the PO Box Key(s) \_\_\_\_\_