



# CALIFORNIA GARDEN CLUBS, Inc.

Cynthia Jackson

Email: [gtep@cagardenclubs.org](mailto:gtep@cagardenclubs.org)

Dear GTEP Participant:

You are currently a member of the California Garden Clubs Inc. **Group Tax Exemption Program (GTEP)** for the fiscal year July 2024 - June 2025. Now is the time to (1) Renew or (2) Withdraw from GTEP for the 2025 - 2026 fiscal year. **Your response is required.**

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

Remember, your club 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.

<b>(1) Renew</b>	<b>Complete</b>	a) Renewal Form, and
		b) Prepare a list of your <b>activities</b> that took place during the recently completed fiscal year ended June 2024.
		c) Prepare a <b>brief financial statement</b> for your recently completed fiscal year ended June 2024. The statement must show <i>actual</i> income received and expenses paid
	<b>Mail</b>	Above items a), b) and c) along with d) check payable to <b>CGCI</b> to this chairwoman <b>Non-refundable Fees:</b> <b>RENEWAL FEE: Postmarked prior to January 15, 2025</b> a check for \$15.00, payable to <b>CGCI.</b> <b>RENEWAL LATE FEE: Postmarked after January 15, 2025</b> a check for \$30.00 payable to <b>CGCI.</b>
<b>(2) Withdraw</b>	<b>Complete &amp; Mail</b>	Renewal Form marking the box stating, "We elect <b>TO NO LONGER BE INCLUDED</b> ", sign form, and mail it to the address shown on the form.

Please be environmentally responsible and utilize double-sided printing whenever possible!

**NOTE:** A club 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 chairwoman immediately.

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

Cynthia Jackson

Chairwoman 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.**