



California Garden Clubs Inc.

CGCI Group Tax Exemption APPLICATION FORM

NOTE: Your club/district must be a member of CGCI and belong to a CGCI District with dues paid in full for the current year BEFORE submitting this application. The club/district must also have complied with IRS and California filing and reporting requirements.

1. Garden club/District name: _____

2. CGCI District: _____

3. CGCI Membership Month/Year CGCI Ratification occurred? _____

4. Club/District Fiscal Year _____ beginning and ending (MM/DD/YYYY)

5. Federal Employer Identification Number (EIN): _____

(Note: Your garden club/district must have an EIN assigned by the IRS to complete this form.)

6. California Franchise Tax Board Entity Number: _____

7. Club Designated GTEP Information.

Place your initials in the appropriate boxes below for a) and b)

| | | |
|-----------------------|--|---|
| a) Our organization | <input type="checkbox"/> | <u>has a permanent PO BOX mailing address</u> , and is included below; |
| | <input type="checkbox"/> | <u>does not have a permanent mailing</u> address; therefore, the address included below is <u>the mailing address</u> of our organization's current president / director. |
| b) Private foundation | <input type="checkbox"/> | I affirm that our organization is NOT a private foundation. |
| | <input type="checkbox"/> | Our organization has changed and is NOW a private foundation. |
| | Note: Garden clubs are generally NOT a "private foundation" within the meaning of the tax code. A determination by the IRS that your garden club is a private foundation will jeopardize your ability to receive tax-exempt status.) | |

The IRS requires the listing of an address for each local garden club for which the 501(c)(3) tax exempt status is sought.

| | | | |
|----------------------|--|--|----------|
| Contact Name | | | |
| Mailing Address | | | |
| City | | | Zip Code |
| Contact Phone Number | | | Email |



California Garden Clubs Inc.

CGCI Group Tax Exemption APPLICATION FORM

7. Requirements. Please initial each box to indicate compliance.

| | |
|--|---|
| | We have reviewed the IRS-APPROVED LANGUAGE document and have checked to make sure that our club bylaws have all the language required by the IRS. A copy of our Bylaws, as approved by our club and signed and dated by our club president and another officer, is <u>attached</u> to this document. |
| | Our club has agreed to the Articles of Affiliation. A copy of the Articles of Affiliation, as approved by our club and signed by our club president, is <u>attached</u> to this document |
| | We affirm that the major portion of our garden club's activities in the past year have been to pursue nonprofit, educational purposes as stated in the Articles of Affiliation. |
| | <u>Attached</u> is a list with descriptions of the actual activities of our garden club that relate to the primary purpose of our non-profit organization as outlined in the Articles of Affiliation for the most recently completed fiscal year. NOTE: Attach a detailed description of the club's activities including how each activity furthers the <u>EDUCATIONAL</u> purpose(s) of your 501(c)(3) affiliation. (Include such things as educational programs/ tours, scholarships, awards, flower shows or other projects that educate the public and civic projects that beautify the community.) |
| | <u>Attached</u> is the financial report for our garden club's most recently completed fiscal year. The statement must show <u>actual</u> income received and expenses paid, and it is acceptable to sub-total by category. |

8. Please fill in the dates the forms were filed. If never completed note that.

| | DATE FORMS FILED |
|---|------------------|
| Our IRS Form 990-N was filed online on | |
| Our CA FTB Form 199-N was filed online on | |
| Our Annual Registration Renewal Report (Form RRF-1) | |
| Our Initial Registration Form (Form CT-1) https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/ct1_form.pdf | |
| Our Annual Treasurers Report (Form CT-TR-1) | |

9. 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:

| | |
|--|--|
| | Our club will be relieved from having to file IRS Form 1023, <i>Application for Recognition of Exemption Under Section 501(c)(3) of the IRC</i> , and Form 1024 <i>Application for Recognition of Exemption Under Section 501(a)</i> . |
| | Our club will be subject to the general supervision of California Garden Clubs, Inc. as outlined in the Articles of Affiliation. |



California Garden Clubs Inc.

CGCI Group Tax Exemption APPLICATION FORM

| | |
|--|--|
| | Our club will be required to submit a financial report for its most recently ended fiscal year to CGCI on or before the deadline specified by the CGCI Group Tax Exemption Chairman. |
| | Our club will be responsible for its own Federal and California tax return filings. California Garden Clubs, Inc. does not file group tax returns. |

10. Application fee: There is a one-time application fee of \$35.00

11. Signature: I attest that to the best of my knowledge; the above information is correct. With the submission of this application, I affirm that our garden club wishes to be included in the California Garden Clubs Inc. Group Tax Exemption Program. 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: _____

12. Checklist for submitting completed Application form with related documentation and payment

| | |
|--|---|
| | Signed APPLICATION FORM |
| | Signed copy of the CLUB BYLAWS |
| | Signed copy of the ARTICLES OF AFFILIATION |
| | LIST/ DESCRIPTION OF ACTIVITIES |
| | FINANCIAL REPORT |
| | One time APPLICATION FEE a check for \$35.00, payable to <u>CGCI</u> |
| | Mail to: Cynthia Jackson, GTEP Chairwoman 5026 Escalon Avenue Los Angeles, CA 90043-1646 |