



CALIFORNIA GARDEN CLUBS, Inc.

Cynthia Jackson
Email: 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 2025 - June 2026. Now is the time to Renew or Withdraw from GTEP for the 2026 - 2027 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. **You should NEVER use CGCI's EIN or FTB Entity ID for any reason and should it occur, it will be considered misuse.**

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

ITEMS THAT MUST INCLUDED WITH RENEWAL FORM

Your renewal **will not be processed** if any of the items are missing.

1. List of activities that took place during the recently completed fiscal year
2. Financial Statement for the recently completed fiscal year
3. Proof of return filings Federal forms 990/990N and State forms 199/199N
4. Check payable to CGCI for renewal fee, as follows:

Renewal fee: Postmarked on or prior to January 15th - \$15.00

Renewal Late fee: Postmarked after January 15th, but prior to March 1st - \$65.00

RENEWALS POSTMARKED MARCH 1ST OR LATER WILL NOT BE ACCEPTED AND YOU WILL AUTOMATICALLY BE DROPPED FROM THE PROGRAM.