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 2026- June 2027. Now is the time to Renew or Withdraw from GTEP for the 2027 - 2028 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 forms199/199N**
4. **Check payable to CGCI for renewal fee, as follows:**

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

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

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