# 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**:_____
   CGCI District: _____

2. **CGCI Membership** Month/Year CGCI Ratification occurred? _____

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

4. **Federal Employer Identification Number (EIN):**_____
   (Note: Your garden club/district must have an EIN assigned by the IRS to complete this form.)

5. **California Franchise Tax Board Entity Number:** _____

6. **Club Designated GTEP Information**
   **Place your initials in the appropriate boxes below for a) and b)**

| | | |
|---|---|---|
| **a) Our organization** | | **has a permanent PO BOX mailing address**, and is included below; |
| | | **does not have a permanent mailing** address; therefore, the address included below is the mailing address of our organization's current president / director. |
| **b) Private foundation** | | I affirm that our organization is NOT a private foundation. |
| | | Our organization has changed and is NOW a private foundation. |
| 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** |

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 attached to this document.** |

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| | 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 attached to this docume** |
| | 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. |
| | **Attached 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.<br>NOTE: Attach a detailed description of the club's activities including how each activity furthers the EDUCATIONAL purpose(s) of your 501(c)(3) affiliation. (Include such things as educational program tours, scholarships, awards, flower shows or other projects that educate the public and civic project that beautify the community.) |
| | **Attached** is the financial report for our garden club's most recently completed fiscal year The statement must show *actual* income received and expenses paid, and it is acceptabl to sub-total by category. |

**8. Please fill in the dates the forms were filed and included proof of filing. N/A, if none.**

| | **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, *Application for Recognition Exemption Under Section 501(c)(3) of the IRC*, and Form 1024 *Application for Recognition of Exemption Under Section 501(a).* |
| | Our club will be subject to the general supervision of California Garden Clubs, Inc. as outlined in the Articles of Affiliation. |
| | Our club will be required to submit a financial report for its most recently ended fiscal ye to CGCI on or before the deadline specified by the CGCI Group Tax Exemption Chairman. |

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| | 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 AND PROOF OF IRS &/OR FTB FILINGS, IF ANY** |
| | **One time APPLICATION FEE** a check for $35.00, payable to **CGCI.** |
| | **Mail to: Cynthia Jackson, GTEP Chairwoman**<br>**5026 Escalon Avenue**<br>**Los Angeles, CA 90043-1646** |