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Give to Grow Fundraiser:

This is an on-going fundraiser. I am encouraging donations from Chapters, States, Districts and Membership. For each donation, you will be put into a drawing for a gift at both mid-year and year-end. You can send checks or use this link and pay through Zeffy.

<https://www.zeffy.com/en-US/donation-form/give-to-grow-ways-and-means>



2nd Trimester Challenge

990N is due by October 15th!

Email me a copy of the completed form for a small gift at year end

The IRS requires all non-profits with less than \$50,000 in revenue to file a 990-N every year. This is also known as the ePostcard. It lets the IRS know that you are still an active organization. We are supposed to file every year, but if you have not filed for more than 3 years, the IRS lists you as “auto revoked” which means you have lost your tax-exempt status. If your chapter and/or state has reached this revocation status, you will need to go thru an involved process and pay a fee to get reactivated. If you continue to operate without your tax-exempt status, then the IRS could make you pay taxes on your revenue and fine you for back taxes not paid. So please take care of this. **Most are due October 15th!**

I am including detailed instructions on how to set up an online account on the IRS site and to complete the 990-N. Here is the link to file:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> Here are a few tips below:

- Whoever is responsible for filing the 990-N can set up their own personal login, you do not need to pass this on to another person and I would not suggest that since it includes personal information. Multiple people can

have a login, they just have to tie into the organization's EIN (Federal ID number).

- Your EIN number looks like XX-XXXXXXX and will be located on your IRS exempt notification letter which should be in your historical records, or it will be on previous 990-Ns which should be saved in historical records. If you still can't find it, you can check with your bank. You would have been required to put the EIN on the paperwork for the organization's checking account.
- You can look at your organizations status by doing a search at <https://apps.irs.gov/app/eos/>
- If your status says "Auto-revocation list" you will probably get an error when you try to complete your 990-N which means you will have to follow the instructions for the **Form 1024A** at <https://www.irs.gov/pub/irs-pdf/i1024a.pdf> and the form is located at <https://www.pay.gov/public/form/start/850735545> , but again you will only need this if you are in Revocation status.
- You will also need to check with your **state to see what is required for tax-exempt organizations**. Most have some sort of annual or possibly bi-annual registration requirements, and some have a small fee with it. Usually these can be filed online.