

Internal Revenue Service (IRS) Filing Requirements

Civitan clubs, as tax exempt organizations, must annually file Form 990, *Return of Organization Exempt From Income Tax*, or Form 990-EZ, *Short Form Return of Organization Exempt From Income Tax* or (beginning in the 2007-08 Civitan fiscal year) the newly created Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*.

If your club's gross receipts are over \$25,000, your club must file a Form 990 or a Form 990-EZ.

The Form 990-EZ is designed for use by small tax-exempt organizations. A club may file Form 990-EZ, instead of Form 990, only if (1) its gross receipts during the year were less than \$100,000, and (2) its total assets (line 25, Column (B) of Form 990-EZ) at the end of the year were less than \$250,000. If your organization fails to meet either of these conditions, you cannot file Form 990-EZ. Instead you must file Form 990.

If your club's gross receipts are under \$25,000, it is not required that your club complete a Form 990; however, your club must file a Form 990-N.

It is recommended that all clubs chartered during the 2007-08 fiscal year file either a Form 990/990 EZ or a Form 990-N with the IRS. Beginning in 2008, if your gross receipts were under \$25,000, you are required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. This filing requirement applies to tax periods ending on or after December 31, 2007.

The deadline for filing Form 990/Form 990-EZ/Form 990-N is February 15, 2009.

A tax-exempt organization that fails to file a required return is subject to a penalty of \$20 a day for each day the failure continues. The same penalty will apply if the organization fails to give correct and complete information or required information on its return. The maximum penalty for any one return is the lesser of \$10,000 or 5 percent of the organization's gross receipts for the year.

Form 990/Form 990-EZ can be obtained by calling your local IRS Service Center or online at www.irs.gov. Form 990-N can be accessed online at <http://epostcard.form990.org>. The most recently published Frequently Asked Questions (FAQs) regarding the Form 990-N is attached.

Please contact your district treasurer for information about state and local reporting requirements.

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Employer Identification Number (EIN)

At the request of Civitan International, every Civitan club is assigned an EIN by the IRS. This specific number is then used both by Civitan International, as the parent organization, in its group exemption filings* with the IRS and by the individual clubs on their Form 990/Form 990-EZ.

When your club can not locate your EIN:

Call the Civitan International World Headquarters. Your club's EIN is maintained in the Civitan International database and in your club's permanent file.

Please **never** do the following:

Never use another club's EIN.

Never contact the IRS for your club's number. The IRS will issue a new number for your club resulting in multiple EINs assigned to your club.

If your club does not have an EIN, DO NOT request one independently from the IRS. Civitan International files for all club and district EINs as the parent organization. Once received, Civitan International Headquarters staff will forward the information to your club.

If your club does not have an EIN, do not file a Form 990/Form 990-EZ.

Never send a Form 990/Form 990-EZ without reference to you club's EIN. The IRS will issue a new EIN if this occurs.

*PLEASE NOTE: Civitan International has a new group exemption number

(GEN): 5431 replacing the old GEN 0956.

If you have any questions or require any additional information or assistance, please contact Keith Sheffield at (205) 591-8910 extension 105 or visit www.irs.gov.

