



Branch Financial Reports & Deadlines

July 31	Branch Annual Financial Report Must be sent to AAUW CA Office	Not required
Oct 15	Federal IRS Form 990 Group Exemption If the branch wants to opt in to have National file the 990 for them, they must send the notice to National by October 15th. This can be done on the Member Services Database (MSD) on the National website. Once you login, look for the menu on the left for “Group Exemption Annual Form” and under it “Branch Exemption Annual Form” and click on it. You will get a confirmation that your branch has “opted in”.	www.aauw.org
Nov 15	Federal IRS Form 990 & 990N If your branch did not opt in to use the Group Exemption from National, you still need to file the 990. It can be done online (e-postcard) or with a paper copy. The paper copy is about 30+ pages long. With the 990N, your total income must be less than \$50,000 to file electronically. Once you click on the 990N link you will need to select “e-file for charities & non-profits”.	www.irs.gov
	CA Franchise Tax Board Form 199N This is California’s form 990. National cannot do this for you, so each branch must file their own. This form has been required for all branches since 2011. Like the 990N, your total income must be less than \$50,000 to file electronically.	www.ftb.ca.gov
	CA Attorney General Form RRF-1 (Registration Renewal Form). This annual renewal has been required of branches since 2009. This form is what authorizes us to raise money in California for AAUW. Initially, branches must register with the Form CT-1. Both forms can be found on the Attorney General’s website, www.ag.ca.gov	www.ag.ca.gov
	SI-100 (California Statement of Information) for incorporated branches Every domestic nonprofit, credit union and consumer cooperative corporation must file a Statement of Information with the California Secretary of State, within 90 days after the filing of the initial Articles of Incorporation, and biennially thereafter during the applicable filing period. There is a \$25 filing fee due when you file. The applicable filing period for a corporation is the calendar month during which the initial Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety.	www.sos.ca.gov

For direct links to the forms to be completed, visit the Branch Treasurer Resources page under Branch Support on www.aauw-ca.org.