

## Branch Report Filing Checklist

### Information Needed

Branch Legal Name:

FEIN:

FTB Entity #:

Annual Financial Reporting Requirements		
Form	Description	Due Date
<b>Federal Income Tax</b>		
Group Exemption	National Files FEDERAL	10/15
OR		
IRS Form 990/990EZ/990N	Federal Income Tax Submission	11/15 or 135 days after FYE
<b>State Income Tax</b>	<b>YOU MUST FILE THIS YOURSELF/NATIONAL CANNOT DO IT FOR YOU</b>	
CA FTB 199/199N	State Income Tax	11/15 or 135 days after FYE
<b>Attorney General Forms</b>		
CA Attorney General RRF-1	Charitable Trust Reporting	11/15 or 135 days after FYE
CA Attorney General CT-TR-1	Treasurer Report Form	11/15 or 135 days after FYE
CA Statement of Information SI-100	Biennial Corporation Filing	Biennial based on original filing of Articles of Incorporation
<b>California Raffle Reports</b>		
Form CT-NRP-1	Application to hold raffles during the raffle year January 1 to December 31	60 days prior to holding first raffle
Form CT-NRP-2	Nonprofit Raffle Report	February 1 following previous raffle year
<b>Federal Raffle Reports</b>		
May be required if any prize \$600 or more	<a href="https://www.aauw-ca.org/documents/2022/08/raffles.pdf/">https://www.aauw-ca.org/documents/2022/08/raffles.pdf/</a>	

More info at:

<http://www.aauw-ca.org/financial-documents-deadlines/>

Revised 9/25/2023