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# Let's Talk Taxes

## Government Filings

### Demystified

# Welcome

## Presentation materials:

- Download the presentation from the AAUW California website home page.
- The meeting recording, a summary Q&A document and example documents will be posted following the meeting.

## Questions:

- Use the Q&A function to pose a question. We'll stop periodically to answer general questions.
- Chat has been disabled.

The screenshot shows a Zoom 'Question and Answer' window. At the top, there are two tabs: 'All questions (1)' and 'My questions (1)'. A red dashed arrow points from the text 'Check here for answers to all questions.' to the 'All questions (1)' tab. Below the tabs, a message from 'You' at 09:45 AM asks 'Where can I download the presentation?'. A 'Collapse all (1)' button is visible. Below that, a message from 'AAUW California' at 09:46 AM is partially visible. At the bottom, there is a text input field with the placeholder 'Type your question here...'. A red dashed arrow points from the text 'Check here for answers to your questions' to the 'My questions (1)' tab. Another red dashed arrow points from the text 'Type your question here.' to the input field. At the bottom of the window, there are two circular buttons: 'Chat' and 'Q&A'. The 'Q&A' button is circled in red. To the right of these buttons is a red 'Leave' button. A text box on the left side of the window contains the message: 'Chat has been disabled. Use the Q&A function'.

# Welcome

- Kudos to all finance officers for taking on the job!
  - An essential job, though not a popular one.
- Several educational resources available.
  - Check out the website.
- Today we talk about annual tax and government reporting.
- Failure to file taxes is very serious.
  - No filing for three consecutive years can lead to loss of branch tax-exempt status.

# Finance Officer Webinars

A series of three educational webinars

- A Roadmap for Branch Financial Management (2020): gives broad overview of all aspects of job
- How to be a Branch Treasurer (2021): dives into branch accounting
- **Let's Talk Taxes: Government Filings Demystified (2022): dives into annual filings**

**Recordings are available for first two on website.**

# Presenters: Finance Committee



Roli Wendorf



Christine Ritter



Roberta Schmalz



Kathy Ford



Carol McMillan

# Getting to Know You

Some quick poll questions for you!

# We're Tax Exempt, Aren't We?

So why do we care about tax filing?

- Distinction between paying taxes and filing paperwork

What exactly is tax exempt?

- Income used for activity in line with our stated purpose is exempt from taxes
- Does not include sales, real estate, other income

# Forms, Forms Everywhere

## An alphabet soup

- Internal Revenue Service (IRS)
  - Ask National to file, 990-N, 990-EZ, 990
- Secretary of State/Franchise Tax Board (FTB)
  - 199N, 199 (you have to do it yourself)
  - SI-100 (if incorporated)
- California Attorney General's Office
  - RRF-1 (Registration Renewal Form)
  - CT-TR-1 (Charitable Trust Treasurer Report)
  - Raffles: CT-NRP-1, CT-NRP-2 (Nonprofit Raffle reports)



# Website is a Great Resource

- Go to: [aauw-ca.org](http://aauw-ca.org)
- Click on: Branch Tools -> Branch Finance
- Select: Financial Documents and Deadlines

You will find information about all forms, links to them, and some videos and examples for the complicated ones

# Webinar Highlights

- How to fill out RRF-1 and CT-TR-1
- Overview of SI-100
- Raffle reporting: CT-NRP-1, CT-NRP-2
- Overview of 990-N and 199N
- Questions and discussions

# How To Fill Out Forms

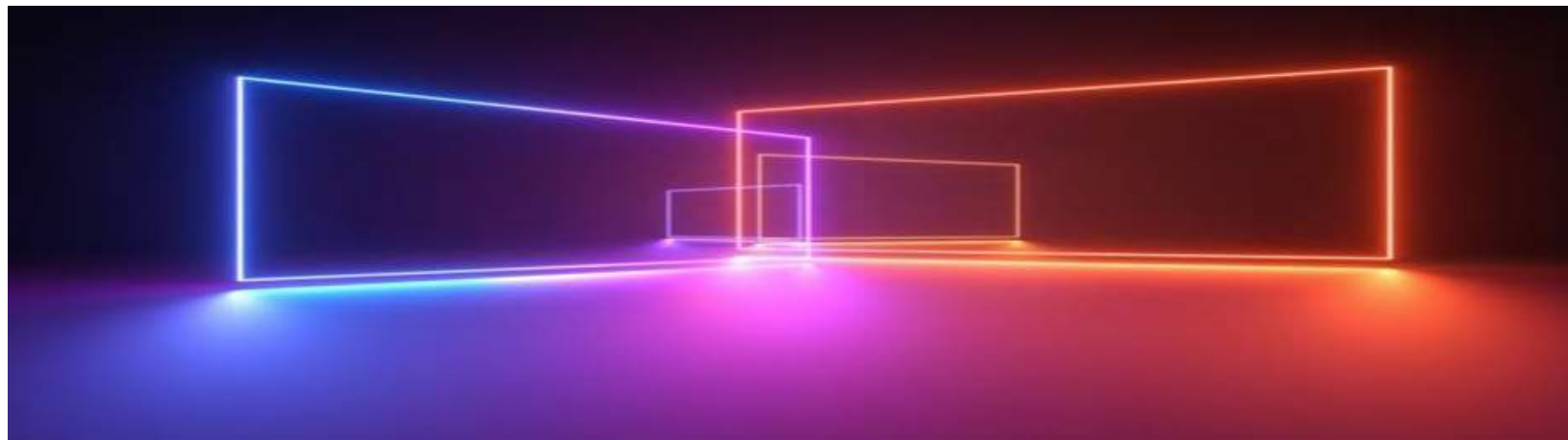
RRF-1 and CT-TR-1

# Filing Tax Returns

**IRS 990N and California FTB 199N**

# What You Need to Know About IRS Form 990-N (e-Postcard)

The Annual Electronic Filing Requirement for Small Exempt Organizations -  
Those with Total Gross Revenues No More than \$50,000



**The 990-N is an information return that is filed online – no paper!**

## What information is required for the 990-N?

- Employer identification number (EIN or FEIN) – XX-XXXXXXX.
- Tax year. Note – the filing year for the form is the beginning of the fiscal year. For example, the 2021 990-N covers July 1, 2021-June 30, 2022, for AAUW branches.
- Legal name and mailing address.
- Any other names the organization uses.
- Name and address of a principal officer – usually the Branch Treasurer submitting the report.
- Website address if the organization has one.
- Confirmation that the organization’s annual gross receipts are \$50,000 or less. This number is \$9700 in the sample statement of activities, but you simply need to confirm that the gross receipts are no more than \$50,000.
- If applicable, a statement that the organization has terminated or is terminating (going out of business).



## How to Meet the Filing Requirement - The Easy Way

- **Request AAUW National to include your branch under the National filing.**
  - Deadline to submit to National is October 15.
  - Submit your request online using the HUB membership database.
    - Log on, then go to MY AFFILIATIONS and click the blue button to the right of your branch name to view the options. Choose TAX INFORMATION, then click ADD NEW TAX DETAILS and complete the form. The principal officer for this form is generally the branch treasurer.
  - You should receive a confirmation from National ([finance-staff@aauw.org](mailto:finance-staff@aauw.org)) that your 990-N was accepted. Save this document.

## How to Meet the Filing Requirement - Part 2 - The Not Quite as Easy Way



**File online directly with the IRS.**

- Deadline to file directly is November 15.
- **Go to Financial Documents and Deadlines on the AAUW-CA website.**
- Click on [File e Postcard Form 990N Now](#)



# How to Register and Submit Form 990-N

- Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide PDF](#) for step by step instructions on how to register and submit electronic Form 990-N (e-Postcard).
- **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year. Be sure to create a record of the user ID and password, site image and phrase for future filings.

## How can I print a copy of my Form 990-N?

- When you electronically filed your 990-N, you were given an opportunity to print the form on the “Confirmation” page. If you didn't print your Form 990-N at that time, you can't print a new copy.
- However, if your Form 990-N was accepted, your organization's electronic filing will be listed on [Tax Exempt Organization Search](#). You can print that information for your records.

## What if Your Branch Revenues are Greater Than \$50,000?



- ▶ You need to file Form 990 or Form 990 EZ.
  - Go to Financial Documents and Deadlines on the AAUW-CA website.
  - Click on [Get Form 990](#)

## What You Need to Know About California FTB Form 199N (e-Postcard) – The California Exempt Organization Annual Information Return



- What is it?
  - California annual electronic filing requirement for small tax-exempt organizations – those with total gross revenues under \$50,000 – can file the California e-Postcard – FTB Form 199N.
  - Branches must file FTB 199N directly – AAUW National does not file state returns for branches.
- What is the deadline?
  - November 15, after the fiscal year-end.



## What information is required for the 199N?

- Branch Entity number - California Organization number or California Corporation number.
- Branch name and mailing address.
- Accounting period – the fiscal year.
- FEIN (XX-XXXXXXX).
- Gross receipts. This number is \$9700 in the sample statement of activities. You report your actual branch gross receipts on Form 199N.
- Principal officer name, address and phone number.

# How to meet the requirement

- File online directly with the Franchise Tax Board (FTB).
  - Access the form and instructions on the AAUW-CA website under “Financial Documents and Deadlines”.
  - Click on [File Form 199N now](#)
  - Log in using your branch Entity number.
  - You have 20 minutes to complete each page. If your session ends, you must start over.
- You will receive a confirmation number for your records and proof you successfully filed your e-Postcard. Print the confirmation page for your records.
- Log out and close your browser when you are done to ensure the highest level of security.

# What if your branch revenues are greater than \$50,000?



Then you need to file form FTB 199.

- ▷ Go to [www.ftb.ca.gov](http://www.ftb.ca.gov)
- ▷ Click Forms
- ▷ Click Online
- ▷ Input form number – 199, then click Get Forms
- ▷ For instructions – click 199 booklet (HTML)
- ▷ For the form, click 199 Form

# Questions?

# Best Practices for Treasurers

## Before July 1

- Meet with outgoing treasurer
  - Review past filings and accounting process
  - Get the FEIN, FTB and CA charitable numbers
  - Plan for transferring access to bank accounts, PayPal, AAUW HUB member database, social media, US Postal service, etc.
  - Discuss raffle plans and submit application
- Understand if branch is a 501(c)(3) or (c)(4)
  - Confirm if branch owns properties
  - Review “How to be a Branch Treasurer” webinar and AAUW-CA website

## By August 31

- Review closed books with outgoing treasurer
- Fill out and submit appropriate IRS and CA tax forms



# What We Covered

## Filling many forms

- Internal Revenue Service (IRS)
  - Ask National to file, 990-N, 990-EZ, 990
- Secretary of State/Franchise Tax Board (FTB)
  - 199N, 199 (you have to do it yourself)
  - SI-100 (if incorporated)
- California Attorney General's Office
  - RRF-1 (Registration Renewal Form)
  - CT-TR-1 (Charitable Trust Treasurer Report)
  - Raffles: CT-NRP-1, CT-NRP-2 (Nonprofit Raffle reports)

# Remember the Deadlines

- October 15
  - Ask National to file 990-N for you
- November 15
  - 990-N, 990-EZ, 990
  - 199N, 199
  - RRF-1 (Registration Renewal Form)
  - CT-TR-1 (Charitable Trust Treasurer Report)
- Raffles Year: January 1 - December 31
  - File CT-NRP-1 **60 days before** first raffle in a raffle year
  - File CT-NRP-2 by February 1 of the following year

# Additional Resources

- ▷ Wealth of information on the website:  
<https://www.aauw-ca.org/branch-fianance>
- ▷ Keep up with your monthly Board-to-Board messages
- ▷ For questions and additional information, email:  
[cfo@aauw-ca.org](mailto:cfo@aauw-ca.org)

Thank you!