

Branch or IBC Report Filing Checklist

Information Needed

Branch Legal Name:

FEIN:

FTB Entity #:

Annual Financial Reporting Requirements

Form	Description	Due Date
Federal Income Tax		
Group Exemption	National Files FEDERAL	10/15
OR		
IRS Form 990/990EZ/990N	Federal Income Tax Submission	11/15 or 135 days after FYE
State Income Tax		
CA FTB 199/199N	YOU MUST FILE THIS YOURSELF/NATIONAL CANNOT DO IT FOR YOU State Income Tax	11/15 or 135 days after FYE
Attorney General Forms		
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
California Raffle Reports		
Form CT-NRP-1	Application to hold raffles during the raffle year September 1 to August 31	60 days prior to holding first raffle
Form CT-NRP-2	Nonprofit Raffle Report	October 1 following previous raffle year
Federal Raffle Reports		
May be required if any prize \$600 or more	https://www.aauw-ca.org/documents/2022/08/raffles.pdf/	

More info at:

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

Revised 2/28/2022