

Crucial Tax Information!!

New Tax Laws Require Different Forms than in Previous Years

Due to changes in California Franchise Tax Board requirements for exempt organizations (nonprofits), all PTAs must file both state and federal tax forms this year. And all PTAs, not just councils, must get a Charitable Trust number from the California Attorney General, or if they already have a charitable trust number they must file an annual form to renew it.

Deadlines

When do we file tax forms? For most PTAs the deadline is **November 15**, which means **work on it in September and October**. Specifically, forms are due no later than the 15th day of the fifth month after the fiscal year-end. For PTAs with fiscal year-ends on June 30, your federal and state tax forms are due on November 15.

What is "gross income"? Total money coming into the PTA in the fiscal year, with the exception of the dues sent up PTA channels. Gross income includes the total funds deposited from fundraisers, not just the net profit. Your year-end audit and also your annual financial report have these figures.

What is PTA's tax exempt number? Sometimes called the "group number," this is the IRS tax exemption number shared by all PTAs within California. It is **0646** for all of us.

Keep records of your tax filings! Make three copies of all your tax forms, including the online receipt if you file the e-Postcards. Keep one copy & turn in two copies to your council. Councils will forward one to 4th District.

Gross Income for your PTA Unit or Council	Federal Tax Forms to the IRS- Internal Revenue Service	State Tax Forms to the FTB- California Franchise Tax Board
Less than \$25,000	990N- "e-Postcard" online	199N -"e-postcard" online
\$25,000 to \$50,000	990N- "e-Postcard" online	199 California Exempt Organization Annual Information Return
\$50,000 to \$200,000 And total assets less than \$500,000	990EZ- "Short Form" Return of Organization Exempt from Income Tax	199 California Exempt Organization Annual Information Return
More than \$200,000 And total assets more than \$500,000	990 Return of Organization Exempt from Income Tax	199 California Exempt Organization Annual Information Return

Note: For PTAs that require specific filing assistance, it is recommended that an accountant or tax professional specializing in nonprofit 501(c)3 organizations be consulted regarding all tax filings.

HINT: If you do the online postcard tax filings, **keep track** of the email and password that you use for the unit. It is best to have an email that stays with the PTA rather than a personal email for the unit. Record the email and password in both the treasurer's and president's records.

Charitable Trust Numbers—You have more time on these than on taxes. Complete the application when you have up-to-date bylaws and everything else gathered. Do it in the next few months.