

ORGANIZER FOR TAX-EXEMPT ORGANIZATIONS (990)—(SHORT VERSION)

Organization Name _____ Tax Period _____
 Address _____ Federal ID # _____
 _____ State ID # _____
 Registration # _____ Exempt Under § 501(c) _____

Provide a general ledger, trial balance, depreciation schedules, balance sheet, and statement of receipts and expenses as of year-end. For § 501(c)(3) and (c)(4) organizations and § 4947(a)(1) trusts, categorize expenses as to program services, management/general, and fund raising. In addition, the following information will be needed:

	<u>DONE</u>	<u>N/A</u>
1. Provide information about any activities new to the organization, which require IRS notification.	_____	_____
2. Provide copies of any changes to the governing documents or information related to a change in organization structure.	_____	_____
3. Provide a list of names and percentage owned of any related organizations and indicate whether they are exempt.	_____	_____
4. List the states with which a copy of this return is to be filed.	_____	_____
5. Provide a list of employee benefit plans for which the organization requires assistance in filing Form 5500.	_____	_____
6. Provide copies of any change notices received from any taxing authority.	_____	_____
7. Provide a schedule of "in-kind" contributions and indicate whether they are included in income.	_____	_____
8. Indicate if you have provided written acknowledgement to donors of individual contributions of \$250 or more.	_____	_____
9. Indicate if you have provided information on the amount of the deductible donation to donors of <i>quid pro quo</i> donations in excess of \$75.	_____	_____
10. Disclose taxes paid during the year for the following:		
a) excess expenditures to influence legislation.	_____	_____
b) disqualifying lobbying expenditures.	_____	_____
c) political expenditures.	_____	_____
d) excess benefit transactions.	_____	_____
11. For each area of program service revenue, provide an explanation of how the activity contributes to the organization's exempt purpose.	_____	_____

ORGANIZER FOR TAX-EXEMPT ORGANIZATIONS (990)—(SHORT VERSION)

	<u>DONE</u>	<u>N/A</u>
12. Attach information related to the income and expenses from unrelated business income.	_____	_____
13. Provide a list of investments at year-end including cost and market value of each item.	_____	_____
14. Provide copies of all K-1s received.	_____	_____
15. Provide copies of all royalty agreements.	_____	_____
16. Provide a schedule of donors who gave property with a value of at least \$5,000.	_____	_____
17. Provide a schedule of the three largest fund raising events, describe the event and indicate the amount raised. (Attach a copy of fundraising materials.)	_____	_____
18. Prepare a statement describing the services provided under the four largest program services offered by the organization.	_____	_____
19. How many employees were on the payroll as of March 12th?	_____	_____
20. Provide a schedule of wages/compensation, deferred compensation and expense account payments for all officers, directors, trustees, key employees and advisors. Include a schedule of time devoted to fundraising, management, exempt purpose and average hours worked per week.	_____	_____
21. Provide a list of names and addresses of employees (other than officers) who received compensation in excess of \$50,000.	_____	_____
22. Provide a list of officers, directors or key employees who received \$10,000 or more in compensation from a related entity.	_____	_____
23. Provide a list of names and addresses of individuals/entities providing professional services to the organization at fees in excess of \$50,000.	_____	_____
24. Provide information including amounts expended regarding legislative, lobbying or political activities during the year.	_____	_____
25. Provide details regarding all transactions with a trustee, director, principal officer, or creator of the organization.	_____	_____
26. Provide the amount of initiation fees and capital contributions for § 501(c)(7) organizations.	_____	_____
27. Attach a detailed computation of the 85% qualification test for § 501(c)(12) organizations.	_____	_____
28. For public interest law firms—attach a list of cases litigated during the year and describe the benefit to the general public.	_____	_____
29. How many additional copies of the return are needed? _____		

ORGANIZER FOR TAX-EXEMPT ORGANIZATIONS (990)—(SHORT VERSION)

	<u>DONE</u>	<u>N/A</u>
30. Indicate if you have three years returns and the exemption application available for public inspection.	_____	_____
31. Additional information:	_____	_____

