

All tax-exempt groups, including PTAs, must file tax returns

California State PTA is committed to providing information to help make your PTA aware of the latest state and federal requirements. Federal laws and new state laws require nonprofit groups, including PTAs, to file tax returns. Below is a list of the new requirements as they relate to PTAs for the federal IRS *Form 990*, and for the State of California Franchise Tax Board and Attorney General's Registry of Charitable Trusts.

Federal IRS Form 990

Internal Revenue Service (IRS) *Form 990* tax returns or an extension request *Form 8868* must be filed no later than four months and 15 days after the fiscal year-end. For example, if your PTA's fiscal year-ends on June 30, your *Form 990* is due on November 15. See filing instructions at <http://www.irs.gov/pub/irs-pdf/i990.pdf>.

2010 Tax Year <i>(Fiscal year beginning in 2010 and ending in 2011)</i>	Form to file
If your PTA's gross receipts are:	
Normally equal to or less than \$50,000	990N
Equal to or more than \$50,000 and less than \$200,000 and total assets are less than \$500,000	990EZ
Equal to or more than \$200,000 or more, and total assets are equal to or more than \$500,000	990

Schedule B must be completed if the PTA receives a donation of \$5,000 or more from a single donor. In addition, *Form 990EZ* and *Form 990* have additional schedules.



California State Franchise Tax Board Form 199

Starting with the 2010 tax year, the California State Franchise Tax Board (FTB) is requiring all tax-exempt organizations to file the electronic *Form 199N* or *Form 199*. In the past, PTA units and councils were not required to file a *Form 199* if they were unincorporated. Based on this new reporting requirement, all units, councils and districts must now file the *Form 199*. Returns are due four months and 15 days after the fiscal year-end. For example, if your unit's fiscal year-end is February 28, 2011, the form is due on July 15, 2011. To see more information on the *Form 199N* go to http://www.ftb.ca.gov/professionals/taxnews/2010/July/Article_8.shtml.

2010 Tax Year <i>(Fiscal year beginning in 2010 and ending in 2011)</i>	Form to file
If your PTA's gross receipts are:	
Normally equal to or less than \$25,000	199N
Normally greater than \$25,000	199



California State Franchise Tax Board-Entity Numbers

In order to file the *Form 199*, the Franchise Tax Board has started issuing *state entity identification numbers* for all California State PTAs. Please note: this is an entirely separate and different number than the Employer Identification Number (EIN) that the federal Internal Revenue Service (IRS) already assigns each PTA. The Franchise Tax Board has mailed letters to PTAs to inform them of their new state entity numbers; however, these letters were addressed to schools and in some cases did not clearly reference the PTA. Please check to see whether your PTA or school has received this new number.

If you did not receive your entity number you can call the Franchise Tax Board exemption department at 1 (800) 852-5711; select Business Entities Information, and then select Option 4 to speak to a representative.

California Attorney General's Office, Registry of Charitable Trusts



Unincorporated PTAs

In the past, all unincorporated PTA units were not required to file for a charitable trust number with the Registry of Charitable Trusts. Recently, the State Attorney General's Office has announced a new requirement that all unincorporated units must register with the Attorney General's Office, Registry of Charitable Trusts, and must start filing the *RRF-1* form annually, beginning no later than 2012.

The instruction guide and sample forms for filing for a charitable trust number will be posted on the California State PTA website soon.



Unincorporated PTAs that conduct drawings or charitable gaming activities

If you are planning a raffle or gaming activity, you must obtain a charitable trust number before you can apply for your raffle or gaming certificate. All unincorporated PTA units that conduct drawings or gaming activities are now required to immediately register with the Attorney General's Office, Registry of Charitable Trust, and must start filing the *RRF-1* annually.

Incorporated PTAs, Councils and Districts

There is no change to the law. All incorporated PTAs, Councils and Districts are still required to have a charitable trust number and file the *RRF-1* annually.

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.