

SUMMARY OF ANNUAL TAX RETURNS FILED BY PTA UNITS

FORM #	DESCRIPTION
990 (IRS)	Return of Organization Exempt from Income Tax For all exempt organizations whose gross receipts are normally more than \$25,000 annually and current year receipts are \$100,000 or more and total assets are \$250,000 or more
990-EZ (IRS)	Short Form Return of Organization Exempt From Income Tax For all exempt organizations whose gross receipts are normally more than \$25,000 annually and current year gross receipts are less than \$100,000 and total assets are less than \$250,000
990-N (IRS)	Electronic Post Card For all exempt organizations whose gross receipts are not normally more than \$25,000 annually This Return is filed on line at www.IRS.Gov/Charities
990-Schedule B (IRS)	Schedule of Contributors A 501(c)(3) organization must list contributions of \$5,000 or more (cash or non-cash) from single contributors. A unit may be required to file the form even if no single contributor gave \$5,000 or more
990-T (IRS)	Exempt Organization Business Income Tax Return All exempt organizations with gross unrelated business income of \$1,000 or more must report such income on Form 990-T
109 (California)	California Exempt Organization Business Income Tax Return All California exempt organizations with gross unrelated business income of \$1,000 or more must file Form 109 (must be filed if Form 990-T is filed)

The due date for all of these forms is the 15th day of the fifth month after the fiscal year end. For example, a unit with a year end of June 30 must file these forms by November 15th. Extensions of time to file are available if properly requested using IRS Form 8868.
Do not ignore any communication from the IRS.
For assistance in responding, contact your council or district PTA treasurer.

COUNCILS AND DISTRICTS MUST FILE THE FOLLOWING FORM IN ADDITION TO THOSE NOTED ABOVE. UNITS THAT ARE NOT INCLUDED IN THE STATE PTA'S FORM 199 GROUP FILING MUST ALSO FILE THE FOLLOWING FORM

RRF-1 (California)	Registration/Renewal Fee Report Must be filed by every public benefit organization required to register with the California Attorney General's Registry of Charitable Trusts. Form RRF-1 must be filed annually within four months and fifteen days after the end of an organization's accounting period. No extensions will be granted for filing Form RRF-1.
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DISTRICTS MUST FILE THE FOLLOWING FORM. UNITS THAT ARE NOT INCLUDED IN THE STATE PTA'S FORM 199 GROUP FILING MUST ALSO FILE THE FOLLOWING FORM

199 (California)	California Exempt Organization Annual Information Return Filed by all exempt organizations whose gross receipts are normally more than \$25,000 annually
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OTHER FORMS THE UNIT MAY WISH TO FILE

8868 (IRS)	Application for Extension of Time to File an Exempt Organization Return May be filed once to request an automatic three month extension of time to file Form 990-EZ or 990; may be filed a second time to request an additional three month extension, subject to IRS approval. The form is also used to request an automatic 6 month extension of time to file Form 990-T.
1128 (IRS)	Application to Adopt, Change, or Retain a Tax Year May be filed to request a change in the organization's fiscal year.
4506 (IRS)	Request for Copy or Transcript of Tax Form May be filed to request a copy of a return that has been misplaced.

All tax forms can be easily downloaded from Web sites: IRS (www.irs.gov) and State of California (www.ca.gov): Franchise Tax Board for Forms 109 and 199; Department of Justice (Registry of Charitable Trusts) for Form RRF-1