



HOW TO COMPLETE THE 990 FILING PROCESS

Committee:

National Finance

Submitted by:

Nicole Clapp, National Finance Chairman

Contact Information for Questions:

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Objective:

Provide for compliance with IRS regulations to maintain nonprofit tax-exempt status annually.

Step-by-Step Instructions:

- Create a three-member Finance Committee for your unit.
- Create a three-member Audit Committee for your unit, which may be the Finance Committee.
- Obtain the Form 990 or Form 990-EZ or Form 990-N from the IRS website at www.irs.gov.
- Have your unit treasurer attempt to complete as many forms as possible.
- Have the Finance Committee work with unit officers and an outside accountant to finalize the tax form.
- If you have an outside auditing firm, get its approval of the tax form.
- Have your Audit Committee (if different from your Finance Committee) review the completed tax form.
- Have the Finance/Audit Committee vote to approve the Form 990 or Form 990-EZ or Form 990-N and forward onto unit membership.
- Have unit membership vote on the adoption of the Form 990 or Form 990-EZ or Form 990-N.
- Submit the Form 990 or Form 990-EZ or Form 990-N prior to the annual deadline, which is based on the unit's fiscal year, not calendar year.