

IMPORTANT INFORMATION FOR ALL DISTRICTS AND CLUBS SUBJECT TO UNITED STATES TAX LAWS

RE: FORM 990, 990-EZ, AND 990-N (e-postcard) RETURN INFORMATION

In order to determine if your Lions district or club is required to file either Form 990, 990-EZ or 990-N (e-postcard), two elements must be reviewed:

- 1) The gross receipts amount and
- 2) The total value of the district or club assets

The following are several possible combinations of these two items which note the proper form to file:

- If your district or club's gross receipts are normally less than \$25,000, starting for tax year 2007, you will be required to file Form 990-N, the electronic e-postcard. If you receive a Form 990 package in the mail you **MUST** file a return without financial data, Parts I and II. Beginning with the 2010 tax year, filed in 2011, filing threshold for Form 990-N is scheduled to increase from \$25,000 to \$50,000 in gross receipts.
- If your district or club's gross receipts are more than \$25,000, but less than \$200,000 and total assets are under \$500,000, then Form 990-EZ may be filed instead of Form 990.
- If your district or club's gross receipts are less than \$200,000, but total assets are more than \$500,000, then Form 990 must be filed.
- If your district or club's gross receipts are more than \$200,000, and total assets are more than \$550,000, then Form 990 must be filed.
- If your district or club receives an IRS packet with a pre-addressed label, then it must file the return indicated in one of the four conditions noted above. Note: some states require a complete return even if the IRS does not require one.

* Please note that the new Form 990 will be phased in over a three-year period by increasing the filing threshold for the 990-EZ; please review the Form 990 Phase-in Filing Requirement found on the LCI website for more information on how this may affect the form a club can file.

The Form 990, Form 990-EZ or Form 990-N return must be filed by a Lions district or club meeting the above criteria by the 15th day of the fifth month (fiscal year – November 15th; calendar year – May 15th) after the close of the respective accounting year. The fiscal year reporting period of July 1, 2008 through June 30, 2009 requires that a 2008 tax form be used; the calendar period January 1, 2009 through December 31, 2009 requires use of a 2009 form. **DO NOT** send the original completed Form 990, 990-EZ or 990-N (e-postcard) to Lions Clubs International. Lioness & Leo club receipts should be reported on sponsoring Lions Club's Form

990, 990-EZ or 990-N. Lioness Clubs and Leo Clubs should not file their own form. For your guidance instructions and blank forms are available on the LCI website.

If your Lions district or club does not have an EIN number, this number can be obtained directly from the IRS in the following ways:

- Completing an application on-line at www.irs.gov.
- Completing Form SS-4 and either faxing it or mailing it to the IRS.
- Calling the IRS Business & Specialty Tax Line at (800) 829-4933.

Please be advised that all Lions districts and individual clubs are exempt from federal income tax under Internal Revenue Code Section 501(c)(4); and this should be reflected in Part “J” of the Form 990-EZ. The organization’s primary exempt purpose is “civic/social service” and should be reflected in Part III.

If you have questions and/or need help completing any of the forms, please call 1-877-829-5500. This IRS toll-free telephone service is available Monday through Friday from 8:30 a.m. to 5:30 p.m. (Eastern Standard Time).

Also, you can access the IRS website 24 hours a day, 7 days a week at www.irs.gov to:

- Download forms, instructions and publications.
- Obtain an EIN number.
- See answers to frequently asked tax questions.
- Search publications on-line by topic or keyword.
- Send comments or request help from the IRS via e-mail.

Your state’s Department of Revenue may require a copy of the federal return or may have other specific reporting procedures. Please contact them for specific information, instructions and forms.

It is important to note that not only have the laws changed, but there is growing evidence that the IRS is beginning to audit many of our clubs and other not-for-profit organizations. The IRS has and will assess penalties for failure to file timely returns. Even though no tax is due for most clubs, there is a general requirement to file a return as described above.