

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 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.
- If your district or club's gross receipts are more than \$25,000, but less than \$100,000 and total assets are under \$250,000, then Form 990-EZ may be filed instead of Form 990.
- If your district or club's gross receipts are less than \$100,000, but total assets are more than \$250,000, then Form 990 must be filed.
- If your district or club's gross receipts are more than \$100,000, and total assets are more than \$250,000, 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.

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, 2007 through June 30, 2008 requires that a 2007 tax form be used; the calendar period January 1, 2008 through December 31, 2008 requires use of a 2008 form. **DO NOT** send the original completed Form 990, 990-EZ or 990-N (e-postcard) to Lions Clubs International. For your guidance a "SAMPLE" and blank forms are available on the LCI website.

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.

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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.
- 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 rerun as described above.

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