

Taxes and Other Matters General Information

****NOTE**:** A CPA should be consulted on filing any and all, IRS documents.

- All Chapters should file an annual 990 return *if Chapter has the 501(c)6 status* – depending on your Chapter's total income, the 990 return used will vary. (990EZ, 990) Chapters that do not have the Not-for-Profit status must file a corporate tax return.
- 990 return deadline is **MAY 15th**, although an extension can be filed for a three-month period to August 15. If filing an extension, you must use the correct IRS document, AND you MUST receive a verification of extension from the IRS for it to be valid.
- All Chapters with 501(c)6 status that has also been filed with the State Comptroller's Office should file an annual Franchise Tax Return, which is usually done at the same time the 990 return is filed. Deadline is **MAY 31st**.
- Copies of ALL tax reports and documents should be retained in your Chapter's permanent financial records, in the year that they were filed, *not in the year that is being filed*. (ie. 2012 return is filed with the IRS in May, 2013 – file it in the 2013 records.)
- If your Chapter is selling fundraiser items (WCR socks, baseball hats, scarves, totes, etc) in the state of Texas YOU MUST APPLY FOR A SALES TAX PERMIT, AND FILE A SALES TAX REPORT ANNUALLY, and pay sales tax on all items sold. Sales Tax Reports are due to the Texas Comptroller's Office by January 20th every year, whether you have sold products or not during that prior year. To apply for a permit, go to the Texas Comptroller's website at <http://www.window.state.tx.us/taxpermit/>

****NOTE**:** All IRS documentation (990 tax return, any Extensions documents and confirmations, Franchise Tax return, Sales Tax Permits, Sales Tax Reports, etc) should be sent to the Texas Chapter Treasurer for permanent filing, and will be uploaded to the Chapter's folder on box.com.