







## What I Need to File **990 - Return of Organization Exempt from Income Tax Checklist**

Completed	 Basic Information
<input type="checkbox"/>	Determine IRS tax exempt status and type
<input type="checkbox"/>	Employer Identification Number (EIN) as registered with the IRS. If you don't have an EIN, apply online at IRS.gov
<input type="checkbox"/>	All amounts and dates for federal, state, and local estimated tax payments made
<input type="checkbox"/>	Statement of organization's mission and primary exempt purpose
<input type="checkbox"/>	List of program service accomplishments
Completed	 Officer Information
<input type="checkbox"/>	List of organizations current or former officers, directors, trustees, key employees, and highest compensated employees, and current independent contractors
<input type="checkbox"/>	Reports for each person's name, address and title
<input type="checkbox"/>	Reports detailing officers, directors, etc. compensation and benefits, and average hours per week devoted to the organization and related organizations
<input type="checkbox"/>	Name, address, description of service, and compensation for the five highest compensated independent contractors
Completed	 Organization and Financial Records
<input type="checkbox"/>	Statement of revenue and functional expenses
<input type="checkbox"/>	Balance sheet
<input type="checkbox"/>	Reconciliation of net assets
<input type="checkbox"/>	Reports detailing fundraising activities, fundraising events, and gaming
<input type="checkbox"/>	If a public charity, a list of supported and supporting organizations
<input type="checkbox"/>	Reports of contributions including name and address of contributor, and type and amount of contribution
<input type="checkbox"/>	Reports on grants and other assistance to organizations, governments and individuals
<input type="checkbox"/>	Reports on any tax-exempt bonds issued
<input type="checkbox"/>	Reports on related organizations and unrelated partnerships
<input type="checkbox"/>	Reports detailing transactions with interested parties
<input type="checkbox"/>	Information regarding governing body and management, governance policies, and disclosure practices
<input type="checkbox"/>	Compiled, reviewed or audited financial statements
<input type="checkbox"/>	Information regarding any unrelated business income
<input type="checkbox"/>	Bank and credit card records to support day-to-day expenses
<input type="checkbox"/>	Copy of all Form(s) 1099 and W-2 issued

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Completed	 Organization and Financial Records
<input type="checkbox"/>	Reports detailing all federal unemployment, Social Security, and Medicare tax paid (940 and 941)
<input type="checkbox"/>	Reports of state and local payroll tax paid
Completed	 Asset Records
<input type="checkbox"/>	Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage
<input type="checkbox"/>	Date of purchase, cost, trade-in allowance, and business use percentage for all assets acquired during the tax year
<input type="checkbox"/>	Date of purchase, cost, sales proceeds, trade-in allowance, expenses of the sale, and accumulated depreciation for all assets disposed of during the tax year
<input type="checkbox"/>	Mileage log for each owned or leased vehicle (business use and total use)
<input type="checkbox"/>	Reports for business use percentage and actual expenses for each owned vehicle (gas and maintenance costs)
 Notes	