

Florida PTA Income Tax Filing Information Federal IRS Form 990

WHO COMPLETES 990 INCOME TAX RETURN/FILES WITH IRS?

The incoming Treasurer and President should ensure revenue is reported to the IRS on Form 990, either by the incoming or outgoing Treasurer AFTER the annual audit as of June 30 is complete. This is so the gross revenue/income and total expenses will be reported on the IRS 990 EXACTLY as calculated and confirmed through the audit process.

The bylaws state that the new Treasurer shall assume all duties AFTER the books have been audited. The audit should be conducted as soon as the bank statement as of June 30 is available, and as soon as the audit is complete, your PTA should prepare and file the 990.

IRS FORMS & SCHEDULES

Following are the filing thresholds for the correct Form 990 to file. The gross income/revenue, calculated on the audit as of June 30, determines what 990 form your PTA unit must file with the IRS:

- **990 N (e-Postcard)** Gross revenue NORMALLY equal to or less than \$50,000
- **990EZ (Short Form)** Gross revenue equal to or more than \$50,000 and less than \$200,000
- **990 (Long Form)** Gross revenue equal to or more than \$200,000
- **990-T** Unrelated Business Income (If UBI is \$1,000 or more, in addition, the PTA must file the 990-T and pay income tax on that portion of the income. File 990-T in addition to the correct Form 990 based on gross income/revenue amount.

The CPA, who serves the Florida PTA, recommends that a PTA with gross receipts exceeding \$200,000 obtain the services of a professional accountant to fill out the 990 with the required schedules.

2017 990EZ AND 990 Filing Information

IRS 990 Series Forms and Instructions can be obtained through this link:

<http://www.irs.gov/uac/Current-Form-990-Series-Forms-and-Instructions>

The activities your unit performs and the type of fundraising you engage in determines what schedule(s) need to be filed with 990 or 990EZ.

Every PTA who files a 990EZ (Short Form) or 990 (Long Form), must prepare at least Schedule A since your association is a 501(c)(3).

- Schedule A, Part III (Public Charity Status and Public Support) usually filed with all 990EZ and 990 forms.
- Schedule B (Schedule of Contributors)
- Schedule G (Supplemental Information Regarding Fundraising or Gaming Activities)
- Schedule M (Non-Cash Contributions) based on questions answered on the 990.
- Schedule O (Supplemental Information to Form 990)
- Form 8283 (Noncash Charitable Contributions)
- 1099-Misc (if a person, not a business had been paid at least \$600 for services [including parts and materials] during the calendar year. Please call the state for additional information on the proper way to file this form.

SCHEDULE A - ALL 501(c)(3) ORGANIZATION MUST COMPLETE SCHEDULE A

On Form 990EZ or 990 (long form), you are required to **check #10** in Schedule A, Part 1, Reason for Public Charity Status (See example below.)

All PTAs are 501(c)(3) organizations and are required to complete Schedule A, Part III. **If you fail to complete Schedule A, Part III, you will receive an incomplete filing penalty from the IRS.**

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2017

**Open to Public
Inspection**

Name of the organization

PTA FLORIDA CONGRESS - EXAMPLE ELEMENTARY PTA

Employer identification number

12-3456789

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☒ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).**

Refer to the *Finance Quick Reference Guide: Federal Requirements* for more information including *Instructions for Form 990EZ* and other federal requirements.

New IRS 990 Information – Stay Exempt News

Please visit this IRS website created especially for 501(c)(3) organizations at this link for extensive information on the following 3 topics:

<https://www.stayexempt.irs.gov/>

1. New Tax Exempt Organization Search Tool –Offers access to charity information
2. Form 990EZ includes 29 assistive buttons to help tax-exempt organizations avoid common mistakes when filing annual returns.
3. **Form 1023-EZ, Streamlined Application for Recognition of Exemption or Reinstatement of 501(c)(3) status** after IRS revocation for failure to file form 990 for three consecutive years. 1023-EZ may be used by smaller organizations to file for reinstatement. You must complete an eligibility test to determine if you qualify for 1023EZ.

<https://www.irs.gov/uac/about-form-1023ez>

GUIDE STAR TOOL- PROVIDES 990EZ AND 990 FILING STATUS.

Guide Star is a 501(c)(3) public charity that collects, organizes, and presents information on IRS-registered nonprofit organizations. They are not a charity evaluator or a watchdog, they simply provide the information in an easy-to-understand format while remaining neutral.

Unlike the IRS Select Check tool, confirmation of a federal tax reporting only 990(Long Form) and 990EZ can be verified (whereas only a 990-N confirmation is available from the E/O Select). Guide Star can also be used to confirm if an EIN (Employee Identification Number) is valid and registered (or not registered) with the IRS regardless if it is associated with a "group number" to obtain its 501(c)(3) status.

HELP -- EMAIL QUESTIONS REGARDING FORM 990 TO: 990@FLORIDAPTA.ORG

It is always a good idea to contact the PTA State Office with questions, rather than calling the IRS. Most IRS taxpayer assistance staff members are not familiar with the working of PTA finances and may not give consistent answers. The PTA office staff is familiar with the most common tax questions PTAs must answer. Send an email to compliance@floridapta.org or 990@floridapta.org or give us a call at the following numbers:

Contact Florida PTA: 407-855-7604

990 IRS Filing Due Date: November 15, 2018

IRS Form 990, Federal Income Tax Return, or **IRS Form 8868**, application for extension of time to file an Exempt Organization Return, must be filed with the IRS no later than midnight **November 15, 2018**.

Failure to file an IRS *Form 990* informational tax return in one year will result in an **IRS penalty**. Failure to file a *Form 990* for 3 consecutive years will result in automatic IRS **revocation of your 501(c)(3) tax-exempt status**. If you file late in the 3rd year, your tax-exempt status will be automatically revoked at midnight on November 15, the due date of the return.

Tax Period for 2017 990 Filing: (07/01/2017 – 06/30/2018)

In Florida, each PTA/PTSA's fiscal year ends on June 30. Therefore, your Federal Internal Revenue Service (IRS) *Form 990* tax return, or *Form 8868* extension, is due this year on or before midnight **November 15, 2018**. (The 15th day of the 5th month after the close of your tax year.)

Audit as of 6-30-2018 must be Completed First

You can file the IRS 990 as soon as your PTA annual audit is completed and gross receipts/total income is determined. The audit cannot be properly completed until after the end of the fiscal year when the bank statement as of 6-30-2018 is available. When the audit is completed, a signed and dated copy must also be forwarded to Florida PTA.

Important Florida PTA Compliance Requirement

Immediately upon filing your **2017 IRS Form 990** or receiving the **IRS approved Form 8868** extension request, you are required to forward a complete copy to the Florida PTA State Office by Email, Fax or Mail. **Email to: audit@floridapta.org**

Fax to: 407-240-9577 Mail to: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809

If you file IRS **Form 990** or **Form 990EZ**, forward a copy of the entire form, to Florida PTA by **November 30, 2018**. If you file **990-N (e-Postcard)** you are required to forward the IRS proof of filing receipt showing "ACCEPTED" status.

990 Filing Requirements	
Form to File	If your PTA's gross receipts are:
990N	Normally equal to or less than \$50,000
990EZ	Equal to or more than \$50,000 and less than \$200,000 and total assets are less than \$500,000
990	Equal to or more than \$200,000 or more and total assets are equal to or more than \$500,000

FLORIDA PTA LOCAL UNIT COMPLIANCE REQUIREMENTS & STANDARDS OF AFFILIATION SCHEDULE AND DUE DATES

To ensure that your local unit PTA/PTSA remains in good standing and in compliance with Florida PTA and the IRS, and to continue affiliation with the Florida PTA, you are **REQUIRED** to complete the following five items by the dates indicated. Because the due dates vary, keep this list in your procedure book to use as a checklist to assist your unit to meet these deadlines. All PTA forms are available online at www.FloridaPTA.org under "Running Your PTA" – "Forms" tab. If you have questions, please send email to: compliance@floridapta.org

These required compliance requirements must be sent to Florida PTA by the due date set out below via:

Email	See special email address for each item below.
FAX	407-240-9577
Mail	Florida PTA 1747 Orlando Central Parkway Orlando, FL 32809

Item	Due to Florida PTA Office	Format Sent	Notes
Local Unit New & Returning Officer Contact Information	July 1st (or as soon as elections are held)	Enter Information ONLINE Only www.FloridaPTA.org President must maintain current home addresses, phone numbers & email addresses for the officers.	Must submit new registration every year even if there are no changes in officers' information. Update information throughout the year when changes occur.
Membership Dues State & National Portion of Membership Dues. Pay \$3.50 per membership sold.	Monthly as dues are collected	Mail Only Send with State & National Dues Payment Form from the website www.FloridaPTA.org	The State & National portion of dues is paid monthly when memberships are sold. Must be received by Dec. 15 to participate in Reflections and other programs.
Audit Completed after June 30 each year.	September 30th Annually	Fax, mail or email: audit@floridapta.org	Refer to Florida PTA Kit of Materials Dollars & Sense and National PTA Money Matters Guide
Copy of IRS 990 Due to IRS by Nov 15 th each year.	November 30th Annually	Fax, mail or email: 990@floridapta.org	All PTAs/PTSAs are required to file IRS 990 by Nov. 15 annually. File either 990N (e-Postcard), 990EZ (short form) or 990 (long form).
Bylaws	Every Three Years	Upload, Fax, Mail or email: compliance@floridapta.org Bylaws form and link to upload on our website www.floridapta.org , Running Your PTA -- Bylaws Tab	Bylaws must be reviewed, updated and APPROVED at State Office at a minimum of every 3 years. Update on current 2018-2019 bylaws form.

As a 501(c)(3) non-profit parent organization, Florida PTA is required by the IRS and federal and state laws to have these compliance documents and information listed above for each subordinate PTA/PTSA unit on their Group Exemption List, GEN 2149.

By meeting these requirements on the due dates specified, your PTA will not only remain in good standing, but your unit will also be eligible for awards and participation in PTA programs such as the Reflections and Scholarship. The IRS imposes fines and penalties for exempt organizations that do not comply with annual 990 Federal Income Tax filing requirements, regardless of whether or not they have a parent organization.

Numerous local units have been able to refute an IRS fine or penalty because the Florida PTA office was able to produce the required document(s) that a local unit was unable to locate. If you have any questions regarding compliance, please contact Florida PTA by email compliance@floridapta.org or call 407-855-7604 or 1-800-373-5782.

Section 3 - Dollar\$ and \$en\$e 2018-2019

www.FloridaPTA.org