As we talk about Not for Profit organizations, you need to make sure that your Club / Organization status of being "Nonprofit" is always current. That means this is an <u>Annual Task!</u>

1. Every Year Check your nonprofit status with your State. Some States follow their Federal status and some do not, so know which type State you are.
2. Officers, addresses, phone numbers are always changing and this causes you to be out of the loop.
3. Your status can change as a result of nonpayment or not filing. Most States no longer consider you a non-profit if the paperwork and payment is not received.

Sample:http://www.sos.wa.gov/corps/search_results.aspx?search_type=simple&criteria=all&name_type=contains&name=Winter+Knights&ubi=

Every Year Check your nonprofit status with the Federal Government and/or secure a letter from them annually to share with other organizations that require more than just proof from your State. This will prove that you are truly a Tax Deduction outlet for your donors! You can check the status of your organization with the IRS at: http://apps.irs.gov/app/eos/mainSearch.do;jsessionid=+6VI8wUXLjyN6UdheOEpZg__?mainSearchChoice=pub78&dispatchMethod=selectSearch or try: http://www.guidestar.org/.

Know your Federal classification; 501(c?) and if it is the best for your organization. Write down your EIN or TIN & State ID (UBI) and put them in your wallet

The easiest way to lose your Federal nonprofit status is by not filing.
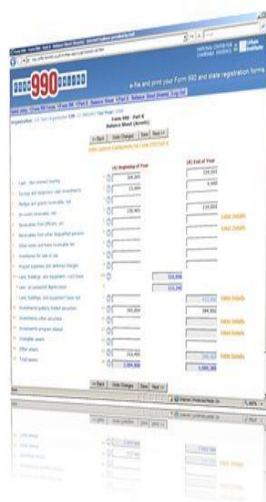### The IRS can be your friend or nightmare!

The following pages are perks available to Not for Profit Organizations

http://efile.form990.org/

FORM 990 ONLINE

e-file and print your Form 990 and state registration forms

A simple way for nonprofit organizations to prepare & file tax returns

Video intro | Tour | Get started

LOGIN »

REGISTER »

Quick Menu

Control panel

Create new return

Manage account

State Forms:
Hawaii, Michigan, New York

Tech support

Filing deadlines

Keeping exempt status (IRS)

SHARE

Features

- e-File your return online OR print & mail it to the IRS
- Error checking
- Dedicated support staff
- Sharing
- Internet Explorer & Firefox compatible (details)

IRS Forms Supported

- **990** -- requirements
- **990-EZ** -- requirements
- **990-N** -- use epostcard.form990.org
- **8868 extension request** -- requirements

Pricing

- FREE for organizations with less than $100,000 in gross receipts
- Starting at $35 for larger organizations. Fee schedule (Updated 4/17/2012)

News

- August 1, 2012: The New York CHAR500 form is now available. (Details)
- March 7, 2012: The TY 2011 Form 990, 990-EZ and Form 8868 are complete. (Details)
- March 1, 2012: The IRS has resumed electronic filing for the Form 990 and 990-EZ

Additional Services

We are collaborating with **Crowe Horwath** Crowe Horwath LLP to bring another option to large organizations. The Crowe Tax Risk Assessment & Control Solution (C-TRAC®) guides large organizations through the requirements and we then efile the data with the IRS.

About Us

This service is provided by the Urban Institute's National Center for Charitable Statistics (NCCS). We're a nonprofit just like you.

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FORM 990 ONLINE

Intro Video

03:09

vimeo

http://www.techsoup.org/intuit

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☐ Partner

Microsoft (111)

Cisco (43)

RCI – InterConnection (27)

RCI – PCRR (22)

Ultralingua (16)

Symantec (13)

Bitdefender (10)

RCI – CDI (10)

PhilanTech (10)

Tech Impact (9)

SNPO (9)

SAP (8)

Horizon DataSys (8)

Esri (7)

Atlas Business Solutions (6)

NonProfitEasy (6)

NetSuite (6)

Citrix (6)

Intuit (6)

Mobile Beacon (5)

Acclivity (5)

Brocade (5)

ReadyTalk (4)

Headsets.com (4)

Adobe (3)

ClickTime (3)

TechBridge (3)

HR Solutions Partners (3)

Dell (3)

Idealware (3)

QuickBooks Made Easy (2)

Atomic Training (2)

Top Products

QuickBooks Premier Editions 2015, 1 User License (Includes Nonprofit Edition)
G-41872
Accounting and financial management software with a choice of six editions

Admin Fee: **$45.00**

View Details

QuickBooks Premier Editions 2015, 3 User Licenses (Includes Nonprofit Edition)
G-41874
Accounting and financial management software with a choice of six editions

Admin Fee: **$99.00**

View Details

QuickBooks for Mac 2015
G-41876
Accounting and financial management software for small organizations using Macs

Admin Fee: **$25.00**

View Details

Intuit QuickBooks for Mac 2014 (Special Offer)
G-46199
Limited offer: Accounting and financial management software for small organizations using Macs

Admin Fee: **$19.00**

View Details

Windows 8.1 Enterprise Upgrade 32-Bit
LS-47919
Upgrade to the latest Microsoft operating system

Admin Fee: **$12.00**

View Details

Windows 8.1 Enterprise Upgrade 64-Bit
LS-47920
Upgrade to the latest Microsoft operating system

Admin Fee: **$12.00**

View Details

Office Standard 2013
LS-48332
Suite of seven office products

Admin Fee: **$24.00**

View Details

Office Professional Plus 2013
LS-48344
Suite of ten office products

Admin Fee: **$32.00**

View Details

Office Professional Plus

Office Standard 2010

Get free stuff from Google

One of the biggest advantages of working for a 501(c)(3) nonprofit organization is that you qualify for free Google Apps, Nonprofit YouTube accounts, Google Grants, and more. And your organization can too. Here's how:

1. **Confirm you don't already have a Google for Nonprofits account!** If your org has a nonprofit account, no need to do anything except use it for all it's worth. But if you don't...
2. **Confirm that you're eligible.** Your organization must be a registered 501(c)(3) charitable organization as recognized by the IRS. In addition, your organization cannot be a governmental entity, a hospital or healthcare provider, or a school/other educational institute.
3. **Get your EIN.** Every registered business or nonprofit has an Employer Identification Number, or EIN, issued by the IRS. Google specifically requires that you be listed in the online IRS database of nonprofits, so visit the IRS website to get your EIN and verify that it's there.
4. **Apply!** New Google for Nonprofits accounts require manual approval by Google, so you'll need to start the application process on the Google for Nonprofits website.
5. **Enroll.** Once you've been accepted to the Google for Nonprofits system, you'll be able to login to the Google for Nonprofits account center to enroll in various products. Some products can be set up quickly, such as Google Apps and YouTube for Nonprofits, while others, such as Google Grants, require a longer approval process.

And that's it. Just follow the instructions for setting up the programs you're enrolling in and you're well on your way to taking advantage of the Google for Nonprofits system.

http://neworganizing.com/content/blog/tip-get-free-stuff-from-google

Learn How NAEIR Works

Are you a school or non-profit looking for a smart way to stretch your budget? We can help.

NAEIR offers organizations like yours access to thousands of brand new, high-quality products for a fraction of retail cost. Office supplies, clothes, toys, toiletries, electronics, books… and all the merchandise is free. Yes. Free! And it's available to help you make a bigger difference in your community.

Key Member Benefits:

Merchandise is free. Members only pay S&H
Expand services for those who depend on you
Cut spending on routine items like office supplies
Membership money-back guarantee

Are you a business trying to get rid of excess inventory without compromising your brand? We have a solution.

We offer a unique opportunity to receive a tax deduction by donating excess inventory to non-profits. NAEIR makes it simple, tightly controlled and fully documented. You can be assured that your products will land in the hands of those who need it most—not on the auction block.

Key Donor Benefits:

Tax deductions up to twice the cost of your donation
Tightly controlled distribution protects brand integrity
Reports of non-profits that received your donation
Flexible donation process

Here are a few of our donors:

Management in the Not for Profit Organization

Dedicated to Exploring the Philosophies and Techniques of Management in the Non-Profit Sector

More Free Services for Nonprofits

http://sumac.com/   **http://sumac.com/take-a-tour/**

Summary: Highlighting more free services and resources available to nonprofits to help you deliver your mission: From free photographs to help you tell your nonprofit's story to free software.

Because the first article: Helping You Help Others: Free Services & Resources for Nonprofits was so popular, we went trolling for more free services that will help your nonprofit. In the first article we featured free videos from Animoto, free things like computers and furniture from Throwplace and Gifts in Kind International, and lots more free stuff from Grassroots.org. In this edition, we share everything from free photographs to help you tell your nonprofit's story to free software. Enjoy!

Pictures

PhotoPhilanthropy connects nonprofit organizations with photographers around the world to tell stories that drive action for social change. If you need a photographer to help you tell your organization's story, just fill out this form to be matched with a volunteer photographer.

Flickr is the most popular site for uploading, storing, and sharing photos. Nonprofits can get a free pro account through TechSoup here. You just have to pay $6 for admin fees. Flickr can be used two ways: it's a great place to post photos from your organization to share with the world, but it can also be used to find free photos under the creative commons license.

Videos

YouTube is the largest video sharing website. If you have 501c3 status, you can get a free account that includes:

⚞ Premium branding capabilities and increased uploading capacity

⚞ Rotation of your videos in the "Promoted Videos" areas throughout the site

⚞ The option to embed a Google Checkout "Donate" button — and to fundraise without transaction costs.

Ready to get started? Fill out an application here. If you want to know how to make your YouTube video go viral, we can tell you that too! See: How to Make Your Nonprofit Video go Viral

Marketing

Pimp My Cause brings together worthwhile causes with talented marketers who provide transformational input *pro bono*. These marketers include: innovators, strategists, advertisers, graphic designers, web developers, public relations specialists and researchers.

Google Grants offers up to $10,000 per month of free AdWords advertising to select charitable organizations. Google AdWords ads work to drive traffic to your organization's website. When someone searches in Google for keywords related to your organization, your ad appears. They are very successful at driving traffic and Google is very generous with the amount of organizations that can receive this grant, so don't be afraid to apply.

Project ConnectAD connects charities in need of professional design with volunteer designers in need of experience or exposure. Services include: website design, graphic design and videography. Coincidentally, ConnectAd also offers a service to help charities apply for and manage Google Grants.

Fundraising

Got Change? is a great, new website that allows you to collect donations for your cause completely free. FirstGiving and JustGiving work similarly: they allow you to set up a fundraising page and collect donations, but they take approximately 15% off each donation. Got Change? doesn't charge a thing!

Software

Mobify allows you to create a spiffy mobile version of your website with little technical expertise. They offer free basic service to non-profits. You can e-mail them at sales@mobify.me with "non-profit" in the subject line to get the discount. For more on building a mobile version of your website, check out Going Mobile: a How-to Guide for Nonprofits.

QuestionPro is survey software that allows you to do online research. The Non-Profit Waiver Program offers registered non-profit organizations free access to QuestionPro for data-collection and analytics for as long as they need. Get the details here.

http://www.npmanagement.org/Article_List/Articles/Part_II_More_Free_Services_for_NonProfits.htm

Another resource for solutions for Nonprofits:

http://www.updentity.com/

Must I Disclose Nonprofit Information to a Complete Stranger?

Should an organization disclose nonprofit information?

"A complete stranger asked me for a copy of my organization's annual return. She said if I don't give her a copy right away, she'll complain to the IRS and I'll get a fine. Is she right? What do I do?"

I get this kind of a call from time to time. Sometimes it comes from the other side. "Can I force them to show me what they are doing? I think they are not doing things right? Isn't there some way to find out what they are doing?" Sometimes it even comes from a director or officer of the nonprofit who is excluded from knowing what is going on. Must you disclose nonprofit information?

First of all, this blog will be limited to federal law, since it is federal law that requires certain information to be disclosed by a 501c3. It is the IRS that gives the determination of 501c3 status, so it is the IRS that requires certain disclosures. (Actually, it is Congress operating through the IRS.) State law may also require certain disclosure.

So, from the IRS point of view, let's take a look at what is required.

Public Inspection Rules for 501(c)(3) Organizations

In return for not paying income taxes and for receiving tax-deductible contributions, Congress requires 501(c)(3) organizations to disclose the following nonprofit information to the public upon request:

- Annual returns for three years after the due date, including any extensions: Form 990, 990-EZ, 990-PF, and any Forms 990-T filed after August 17, 2006 Annual returns
- All Form 990 schedules (except Schedule B), attachments, and supporting documents
- Application for exemption and all supporting documents: Form 1023 , if you filed the form on or after July 15, 1987
- Letter from the IRS ruling that your organization has tax-exempt status

When do you have to disclose these documents?

Simple answer: Normally, on the day you are asked for them.

What if your nonprofit does not have a permanent office? Many nonprofits are run out of someone's home. Some nonprofits have no office or has limited hours at certain times of the year. Do the documents have to be disclosed on the day they are requested? No, the requested information should be made available within two weeks.

So far, we have talked about disclosing the documents. This means allowing them to be viewed. But in addition to permitting inspection of these documents, you must provide copies of the information requested, whether the request is made in person or in writing. How much can you charge for providing copies? Only a reasonable fee to cover the cost of the copies.

Simple Solution: The Internet

Here is a simple solution to the requirement to make copies for the requester—the Internet!

If you post the information on the Internet, you can refer requesters to the website and consider your job done.

However, you still need to have paper copies available for anyone who wants to inspect but does not want to make copies.

As a representative of an exempt organization, you can post these documents on your website and direct people there if they make requests over the phone or via email. If you don't have the documents posted, you need to make a copy of the forms—and you can charge the requesters a reasonable fee for doing so.

You are NOT required to share…

- Schedule B of Form 990/990-EZ
  Why not? Because you do not have to identify your contributors by name—only the amounts and natures of the contributions.
- Certain types of information that the IRS approved withholding
  What are some examples? Trade secrets, patents, processes, styles of work, and national defense material.

Public Inspection Rule: Why comply?

Penalties! If your organization intentionally disregards this rule, it will be penalized $20 each day for noncompliance, up to a maximum of $10,000. Also, if an individual at the organization willfully refuses to comply, he or she could be assessed a penalty up to $5,000.

Let's see if you got it:

"A man just asked me to mail him copies of the last three years' returns. He says he'll pay for the copies. Do I have to do that?"

I hope you got it right. Answer: **Yes**, you are required to disclose the last three years of annual returns. If the returns are available on a web site, send him to the web site. Otherwise, mail them within two weeks.

Here's another one: "A woman just asked me to mail her a list of contributors. Should I do it?" Answer: No. you don't have to disclose the names of your contributors.—only the amounts and natures of the contributions.

David Marmon (Mr. 501c3)

Why Tax-Exempt Groups are a Political Minefield for the IRS

May 16, 2013

By ABBY D. PHILLIP

Digital Reporter, Politics

The recent fracas over conservative groups whose applications for tax-exempt status were "inappropriately" scrutinized by Internal Revenue Service officials is yet another chapter in the years-long Democratic and Republican struggle for the upper hand when it comes to campaign finance law.

To be sure, tax-exemption is one perk of receiving 501(c)4 status from the IRS, but the real reason the tax-exempt status has in recent years become a popular vehicle for groups that straddle the line between advocacy and politics is that the status allows them to do political work and keep their contributions hidden.

Ever since the 2010 Citizens United v. Federal Election Commission Supreme Court ruling allowed corporations and unions to spend unlimited amounts of money in political elections as long as they didn't coordinate their activities with campaigns or donate directly to candidates, groups seeking to influence elections but not disclose their donors have flocked to tax-exempt 501(c)4 organizations. The IRS said that applications for tax-exempt status shot up from 1,751 in 2009 to 3,357 in 2012.

And Democrats – including President Obama – have claimed since then that the ruling opened the door to special interests buying political elections.

"With its ruling today, the Supreme Court has given a green light to a new stampede of special interest money in our politics," Obama said in a statement following the court decision in 2010. "It is a major victory for big oil, Wall Street banks, health insurance companies and the other powerful interests that marshal their power every day in Washington to drown out the voices of everyday Americans."

Republicans, on the other hand, say that the ability to participate in elections by donating money, without having their names exposed publicly, is part of the constitutional right to free speech.

To conservatives, the IRS's scrutiny of groups according to their names and mission statements between 2010 and 2012 put the weight of its enforcement power on the Democrats' side of the ledger.

"I think that if you look at the IRS scandal, we see that the left will stop at nothing to thwart the conservative movement and try to freeze and really intimidate people from political speech," said David Bossie, president of the conservative 501(c)4 Citizens United.

The irony is that the IRS's dragnet, which was intended to catch groups that might have been too engaged in political activity, hasn't stopped the largest of these groups from exerting influence in the political sphere.

Two of the most influential 501(c)4s, Crossroads GPS, founded by Republican political operative Karl Rove, and Priorities USA, which was founded by former aides to President Obama, have been operating as nonprofits without disclosing their donors even though the IRS has yet to rule on their applications for 501(c)4 status.

Former IRS Commissioner Doug Shulman told Congress last year that applying for tax-exempt status was strictly voluntary. Any group can claim that it is a tax-exempt 501(c)4 organization so long as it later files tax disclosures.

If the IRS encounters problems, it can investigate at a later date.

"First of all, I think it's very important to emphasize that all of these organizations came in voluntarily. They did not need to engage the IRS in a back-and-forth," Shulman told Congress when asked about delayed action on applications from conservative groups. "They could have held themselves out, filed a 990, and if we had seen an issue, we would have engaged, but otherwise we wouldn't."