

ALL DISTRICTS AND LIONS CLUBS SUBJECT TO USA TAX LAWS

RE: FORM 990-EZ AND FORM 990 RETURN INFORMATION

In order to determine if your Lions district or club is required to file either Form 990 or 990-EZ, 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 then you need not file a completed return with the IRS. But 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 one is not required by IRS.

The Form 990-EZ or Form 990 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, 2001 through June 30, 2002 requires that a 2001 tax form be used; the calendar period January 1, 2002 through December 31, 2002 requires use of a 2002 form. **DO NOT** send the original completed Form 990-EZ or 990 to Lions Clubs International. For your guidance a "SAMPLE" Form 990-EZ follows.

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 block "F" of the Form 990-EZ.

If you have questions and/or need help completing Form 990 or 990-EZ, please call 1-877-829-5500. This toll-free telephone service is available Monday through Friday from 8 a.m. to 9:30 p.m. Eastern time.

Personal computer. You can access the IRS Web Site 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 us comments or request help via e-mail.

If you have not received the Return Form 990-EZ or Form 990 from the United States Treasury, you may secure one as well as instructions for same from the nearest Internal Revenue Service Center or by calling 1-800-TAX-FORM (1-800-829-3676).

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 form(s).

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. They will and have assessed penalties for failure to file timely returns. Even though no tax is due by most clubs, there is a general requirement to file a return in the five condition statements previously noted.