

IMPORTANT TAX INFORMATION
ORGANIZATION EXEMPT FROM INCOME TAX INFORMATION

What is it?

Income tax returns for organizations exempt from income tax (Form 990)

Who needs to file?

Generally, if the organization exempt from income tax for the year exceeds certain thresholds, then it is required to file a federal tax return. We are happy to assist in determining if your exempt organization is required to file this year.

Information needed for ACPA to assist in filing:

- General Ledger, trial balance, depreciation schedules, balance sheet, and profit and loss statement or QuickBooks file copy of your transactions.
- Any notices received from tax authorities
- Changes in ownership
- Documentation for new loans, loan balances owed at 12/31, and amount of interest paid on each one
- Reconciled bank balance at 12/31
- Cost of inventory at 12/31, if applicable
- Payables at 12/31
- Receivables at 12/31
- Real Estate and Business Property Tax Bills
- Annual payroll filings (W-3s, 940s, etc.)
- Business and total mileage for all business vehicles