



Basic Info

- Employer Identification Number (EIN) as registered with the IRS.
- All amounts and dates for federal, state, and local estimated tax payments made
- Statement of organization's mission and primary exempt purpose
- List of program service accomplishments

Officer Info

- List of organizations current or former officers, directors, trustees, key employees, and highest compensated employees, and current independent contractors
 - Reports for each person's name, address and title
-
- Reports detailing officers, directors, etc. compensation and benefits, and average hours per week devoted to the organization and related organizations

Organization and Financial Records

- Statement of revenue and functional expenses
- Balance sheet
- Reconciliation of net assets
- Reports detailing fundraising activities, fundraising events, and gaming
- If a public charity, a list of supported and supporting organizations
- Reports of contributions including name and address of contributor, and type and amount of contribution
- Reports on grants and other assistance to organizations, governments and individuals
- Reports on any tax-exempt bonds issued
- Reports on related organizations and unrelated partnerships
- Information regarding governing body and management, governance policies, and disclosure practices
- Compiled, reviewed or audited financial statements
- Information regarding any unrelated business income
- Copy of all Form(s) 1099 and W-2 issued
- Reports detailing all federal unemployment, Social Security, and Medicare tax paid (940 and 941)
- Reports of state and local payroll tax paid

Asset Records

- Prior year depreciation schedules detailing asset cost, date placed in service, prior depreciation, and business use percentage
- Date of purchase, cost, trade-in allowance, and business use percentage for all assets acquired during the tax year
- 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
- Mileage log for each owned or leased vehicle (business use and total use)
- Reports for business use percentage and actual expenses for each owned vehicle (gas and maintenance costs)

Deadline to File: 5/15; if extended, the new due date is 11/15

If you would like us to file an extension on your behalf, let us know two weeks before the first quarter
Please have all documents to us a minimum of four weeks prior to the due date.