

## 501 C-3 INFORMATION FORM 990 FOR TAX YEAR 5/1/2024 THROUGH 4/30/25

TO: GCFP CLUB PRESIDENTS, TREASURERS, AND DISTRICT DIRECTORS

You must complete and submit this form to be included in the GCFP 501 C-3 Federal Income Tax group reporting. By submitting this form, you are authorizing the GCFP to include your organization in the group return prepared for you by the GCFP.

If you do not return this form, you will be responsible for filing required reports for your club with the Internal Revenue Service or Pennsylvania Department of Revenue/State.

If you are operating as a subordinate of GCFP for 501 (c) (3) Tax Exemption status, proof of your club's tax filing must be given to GCFP no later than 30 days after the end of your fiscal year. Send a copy of the 990-N, 990EZ or 990 to Mary Jo Gardill (address below). Please return this form to:

Lisa Wagerer  
1526 Mary Drive  
Johnstown, PA 15905  
814-243-4961 lisa15905@gmail.com

Please complete the following form and return it to: Mary Jo as soon as possible after May 1, 2025, preferably by May 15.

The deadline is May 31, 2025.

PLEASE NOTE: If you had \$50,000 or more in GROSS RECEIPTS last fiscal year (5/1/24 - 4/30/25), a long form must be used. Please call or email Lisa Wagerer for the form or go to the GCFP website at: [www.pagardenclubs.org](http://www.pagardenclubs.org). Gross Receipts include all money from all sources including dues, contributions, grants, sales proceeds, ticket sales, trip reservations and all other sources of cash received from activities, other organizations, members, community, etc., BEFORE expenses of ANY kind. It is best to look at the bank deposits to search for the receipts received.

## 501 C-3 990 INFORMATION FORM FOR TAX YEAR 5/1/24 THROUGH 4/30/2025

DISTRICT \_\_\_\_\_ EIN NUMBER \_\_\_\_\_  
IF YOU DO NOT KNOW YOUR EIN NUMBER, Please call Lisa (814-243-4961) DO NOT ENTER N/A

CLUB NAME \_\_\_\_\_ DISTRICT \_\_\_\_\_

PERMANENT CLUB ADDRESS (if you have one) \_\_\_\_\_

PRESIDENT or DIRECTOR \_\_\_\_\_

TREASURER \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact E-Mail \_\_\_\_\_

Due to changes by the IRS, NGC has advised that gaming revenues be reported separately. Please provide your Garden Club/District's details of revenues & expenses from gaming, such as 50/50, raffles, bingo, gaming activities, this fiscal year (5/1/24 - 4/30/25)

\_\_\_\_\_ Gross Profits collected (minus) \_\_\_\_\_ TOTAL EXPENSES = \_\_\_\_\_ TOTAL NET PROFIT

The above-named Club, a member of The Garden Club Federation of PA, did not have gross receipts of \$50,000 or more during the fiscal period 5/1/2024 through 4/30/2025. Under penalty of perjury, I declare that, to the best of my knowledge and belief, the information contained here is true, correct and complete.

\_\_\_\_\_  
Club Officer Signature, Title and Date

\*Per IRS guidelines, it is the responsibility of an organization to issue a 1099 to any individual who is paid \$600 or more for services rendered.

PLEASE COMPLETE THE FOLLOWING 2024-2025 INFORMATION  
ON YOUR OFFICERS AND RETURN IT WITH YOUR 990 FORM TO:

Lisa Wagerer  
1526 Mary Drive  
Johnstown, PA 15905  
814-243-4961      lisa15905@gmail.com

CLUB NAME \_\_\_\_\_ DISTRICT \_\_\_\_\_

PRESIDENT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

VICE-PRESIDENT NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SECRETARY NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

TREASURER NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

1. What is your club's EIN # \_\_\_\_\_ Has your club ever had a different EIN #? \_\_\_\_\_ If  
yes, what is it \_\_\_\_\_

2. Has your club ever filed for tax-exempt status under section 501(C)(3), (4) or (7), other than with  
GCFP? \_\_\_\_\_

3. Has your club ever been notified by the IRS that it has lost its exempt status? If Yes, when? \_\_\_\_\_

4. Does your club file the annual 990#Z with the IRS (on your own, not through GCFP)? \_\_\_\_\_ If  
yes, please provide a copy of your last return filed with this form.

FOR TAX YEAR 5/1/2024 THROUGH 4/30/2025