

All,

We are in the process of making a couple of changes in how the Chapters/Districts/Regions need to file the 990N for this calendar year. Filings beginning Jan. 1, 2011. I am in hopes that this will eliminate some extra and duplicate work on everyone's part and assure that we get everyone's filings done properly and early in the year. Please get the information out to your District Directors so that it can be discussed with their Chapter Directors at their Operations meetings.

Let me give you a little history of what I have found during my research. First, it appears that most every Chapter/District/Region has filed a 990N this year (2009). The exceptions are some 54 that the IRS has listed as never filed. The list was published as of June 30 and several have filed since then. After searching the IRS database I have found that more than half of those have filed, but with a different EIN number. Some have as many as three different numbers. We have made arrangements with the IRS to have those numbers merged into the correct number so we should not have that problem again as long as the filers use the correct EIN number in the future. Several Chapters have been closed, but a 990N was never filed showing them as out of business. We had about 10 that have never filed, and I have taken care of those.

The IRS published a list of Tax Exempt Organizations that were at risk of losing their tax exempt status for not filing for three consecutive years and those are the ones that I have been working on since there is a rather large fee associated with refiling to get the tax exempt status back.

Home Office is working on a list for me of the subordinates that they show as not filing as of yet. There are a couple of problems associated with the information they have. One is that if the e-mail notice was not forwarded to home office they do not know if the subordinate has filed or not. Another potential problem is that the filing was rejected, but never re-filed. Once I get the list from Home Office, I will search the IRS database to see if I can find a filing. Once I have completed that task, I will forward the list on to you so we can get the District Directors to check the status.

Now for the changes,

The threshold for filing the 990N is scheduled to increase from "less than \$25,000.00" to "less than \$50,000.00", but we will not put that information out until the actual filing instructions are published by the IRS.

Those Chapters/Districts/Regions that can file the 990N e-postcard should file as soon as possible after Jan. 1, 2011. When they receive the e-mail that the 990N has been accepted by the IRS, they should forward that e-mail to the [990N@gwrra.org](mailto:990N@gwrra.org) address. When they forward the e-mail they need to add to the subject line the Chapter/District/Region designation to the subject line (examples: AZ-C, or Arizona District, or Region F) they then need to open the actual filing and print out a copy of the accepted 990N. If they wait until after the e-mail is received, there will be a line on the bottom of the 990N e-postcard saying it was accepted. They need to attach a copy to their Financial Reports before they send the reports to their District or Region Directors.

Sending a copy with the Financial Reports will serve a couple of purposes. It will allow the District/Region Directors to know exactly where we are in the filing process and who has/has not filed, and will get the filing process done much earlier so that if there are problems with the filing we have more time to fix the problem and get the 990N refilled before May 15.

Here are the most common reasons for the rejections. Using the wrong EIN number, filing under the wrong address (or address does not match what the IRS has received from Form 8822), and the Chapter/District not being listed as a subordinate. If any of these issues come up, please have them contact me a [jeffcherri@charter.net](mailto:jeffcherri@charter.net) and I will assist in getting the issue corrected. My home phone number is 423-336-5835, but e-mail is preferred as I will have a record of the information that the Director provides.

I hope this will put to rest some of the nagging problems we have had and make the whole process more streamlined. If you have any ideas as to how we can make this work better and be less stressful on everyone involved, please let me know. I want to help the Chapter Directors get this done and done early so they can concentrate on their Chapters and Chapter activities.

Jeff & Cherri Liner  
Director of Finance