

Hello Unit Treasurers!

I am sending out a reminder regarding reports that need to be filed with the state and IRS. Some of you are experts at this, but some of you may be new to this position and need to know when these reports are due.

ANNUAL REPORT - DUE BY FEBRUARY 1ST!

This report is for the state of ND - and is reported to the Secretary of the State. It must be done online and is very simple. The only thing you need to do is file the names & addresses of your officers.

The website you need to go to is <https://firststop.sos.nd.gov/>

There is a block listed as "Charitable Organizations". You will need to select "**File Annual Report**".

(You should have a login and past information from your previous Treasurer.)

Complete the report with the names & addresses of the officers of your organization.

You will be able to get a printed copy of your report when you are done. **There is a \$10.00 fee to register your organization.**

IF YOU ARE UNSURE ... create a login and search for your organization by your EIN and/or name.

If you are unable to find your organization, contact the Secretary of State and find out if you are in "good standing", and what you need to do. They are very helpful. (701-328-2900 or 800-352-0867)

990-N and 990 - DUE BY THE "15TH DAY OF THE 5TH MONTH after the close of the nonprofit's tax year"

- FILE THE 990-N if your average revenue is \$50,000 or less over the past 3 years. This will likely cover all or most of the units. 😊 It is a simple form to complete online with your EIN and acknowledgement that your receipts are under the limit. That's it! They call it a "e-postcard" return for good reason!

You should also have a login for the IRS site to complete this form (<https://secure.login.gov>). If you do not, you will need to create an account.

- FILE THE 990 if your average revenue exceeds \$50,000. This is a very lengthy form, and I suggest that you have an accountant do this for you.

As a Unit Treasurer, I complete both of these forms at the same time – then you are done for the year and you don't have to worry about missing a deadline.

WHY ARE THESE FORMS IMPORTANT?

If these forms are not completed for 3 consecutive years, you will lose your nonprofit status!

So be sure to get them completed to continue to receive donations for your organization.

I will be at the Winter Conference - if you have questions, come and visit with me!

Blessings to you.

Sonnie Otto

NDALA Treasurer