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Filing Requirements: Exempt Organizations Returns & Penalties - Basic Forms

Form #	Title	Who Must File	Due Date	Penalties
990	Return of Organization Exempt from Income Tax (list of schedules next page)	All 501(a) organizations except: - organizations filing Form 990-EZ - organizations filing Form 990-N - churches & some church-related organizations - private foundations (file 990-PF) - subordinates included in a group return	On or before 15th day of 5th month after close of the tax year	A, B & E (see explanation below)
990-EZ	Short Form Return of Organization Exempt from Income Tax (see list of schedules below)	Simplified form for use by organizations with gross receipts normally less than \$200,000 and assets under \$500,000.	On or before 15th day of 5th month after close of the tax year	A, B & E (see explanation below)
990-N*	Electronic Notice for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ (Also known as the E-Postcard)	Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead. * Section 509(a)(3) supporting organizations must file Form 990 or 990-EZ even with gross receipts <\$50,000 (with minor exceptions)	On or before 15th day of 5th month after close of the tax year	E (see explanation below)
990-PF	Return of Private Foundation	501(c)(3) private foundations and some non-exempt charitable trusts	On or before 15th day of 5th month after close of the tax year	A, B, C, D, E, F (see explanation below)

A - \$20 per day, not to exceed the lesser of \$10,000 or 5% of the gross receipts for the year, imposed on the organization. May also be imposed if an organization files an incomplete return. Penalties are higher for organizations with gross receipts over \$1 million.

B - \$10 per day, up to \$5,000, imposed upon responsible persons if the return is not filed after written demand by the IRS.

C - Late filing: 5% of the tax due per month, up to 25%

D - Late payment: 0.5% of the tax due per month, up to 25%

E - Automatic revocation of exempt status if three consecutive returns are not filed

Filing Requirements, cont.

Exempt Organizations Returns - Form 990 or 990-EZ Schedules

Form #	Title	Purpose
Schedule A	Public Charity Status and Public Support	All 501(c)(3) public charities are required to file Schedule A
Schedule B*	Schedule of Contributors	Used to provide additional information about contributions the organization has received; check instructions for details
Schedule C	Political Campaign and Lobbying Activities	Used to furnish additional information on political campaign activities or lobbying activities; check instructions for details
Schedule D	Supplemental Financial Statements	Used for required reporting for donor advised funds, conservation easements, certain art and museum collections, escrow or custodial accounts or arrangements, endowment funds, and supplemental financial information.; check instructions for details
Schedule E	Schools	Used to provide additional information required of private schools; check instructions for details
Schedule F	Statement of Activities Outside the United States	Used to provide information on activities conducted outside the United States by the organization at any time during the tax year; check instructions for details
Schedule G	Supplemental Information Regarding Fundraising or Gaming Activities	Used to report professional fundraising services, fundraising events, and gaming; check instructions for details
Schedule H	Hospitals	Used to provide information on the activities and policies of, and community benefit provided by, hospital facilities and other non-hospital health care facilities that it operated during the tax year; check the instructions details
Schedule I	Grants and Other Assistance to Organizations, Governments, and Individuals in the United States	Used to provide information on grants and other assistance made by the filing organization during the tax year; check the instructions details

* As of May, 2016, Congress is considering abolishing this schedule

Filing Requirements, cont.

Exempt Organizations Returns - Form 990 or 990-EZ Schedules, cont.

Schedule J	Compensation Information	Used to report compensation information for certain officers, directors, individual trustees, key employees, and highest compensated employees, and information on certain compensation practices of the organization; check the instructions for details
Schedule K	Supplemental Information on Tax-Exempt Bonds	Used to provide certain information on tax-exempt bond issues; check the instructions for details
Schedule L	Transactions With Interested Persons	Used to provide information on certain financial transactions or arrangements between the organization and disqualified person(s) under section 4958 or other interested persons; check the instructions for details
Schedule M	Noncash Contributions	Used to report the types of noncash contributions received during the year by the organization and certain information regarding such contributions; check the instructions for details
Schedule N	Liquidation, Termination, Dissolution, or Significant Disposition of Assets	Used to report going out of existence or disposing of more than 25 percent of net assets through sale, exchange, or other disposition; check the instructions for details
Schedule O	Supplemental Information to Form 990 or 990-EZ	An organization should use Schedule O, rather than separate attachments, to provide the IRS with additional information required for responses to specific questions on Form 990 or 990-EZ. The 990 instructions say, "Note that all organizations filing Form 990 must file Schedule O."
Schedule R	Related Organizations and Unrelated Partnerships	Used to provide information on related organizations, on certain transactions with related organizations, and on certain unrelated partnerships; check the instructions for details

Filing Requirements, cont.

Exempt Organizations Returns - Additional Forms That May Be Required

Form #	Title	Who Must File	Due Date	Penalties
8868	Application for Extension of Time To File an Exempt Organization Return	File before the due date of the 990-family return to get an automatic 3-month extension of time (6 months for a corporation required to file Form 990-T) to file the return and also to apply later for an additional (not automatic) 3-month extension.	On or before 15th day of 5th month after close of the tax year	N/A
990-T	Exempt Organization Business Income Tax Return	All 501(c) organizations with gross income of \$1,000 or more from an unrelated business activity, or with a liability for the proxy tax on lobbying and political expenditures.	On or before 15th day of 5th month after close of the tax year	C & D (see explanation below)
1120-POL	US Income Tax Return for Certain Political Organizations	501(c) organizations with at least \$100 of political expenditures and at least \$100 of net investment income	On or before 15th day of 3rd month after close of the tax year	C & D (see explanation below)
4720	Return of Certain Excise Taxes Under Chapters 41 and 42	Public charities with excess lobbying expenditures and/or political expenditures; Disqualified Persons and Organization Managers liable for Chapter 41 or 42 taxes.	On or before 15th day of 3rd month after close of the tax year	C & D (see explanation below)
990-W	Estimated Tax on Unrelated Business Income for Tax Exempt Organizations	Worksheet for determining the amount and timing of estimated tax deposits. Should be completed if projected tax liability is \$500 or more. <i>Worksheet only; DO NOT send to the IRS.</i>	n/a	n/a
8282	Donee Information Return	Donee organizations must file Form 8282 if they sell, exchange, consume, or otherwise dispose of donated property originally reported to the IRS on form 8283 within 3 years of the original donation	File Form 8282 w/in 125 days of the date of disposition.	\$50 per form

C - Late filing: 5% of the tax due per month, up to 25%

D - Late payment: 0.5% of the tax due per month, up to 25%

CAUTION: These charts do not include employer/employee-related forms or forms that that might be required when the organization is paying independent contractors.