

501 C-3 INFORMATION FORM 990 FOR TAX YEAR 5/1/2016 THROUGH 4/30/2017

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 60 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:

Mary Jo Gardill
533 Luzerne Street
Johnstown, PA 15905-2324
814-241-8902 mjgardill@gmail.com

Please complete the following form and return it to: Mary Jo no later than May 31, 2017.

DO NOT SEND THIS FORM TO HEADQUARTERS OFFICE

PLEASE NOTE: If your club took in \$50,000 or more in GROSS RECEIPTS "you must complete the long form 990" Please call or email Mary Jo Gardill for the form or go to the GCFP website at: www.pagardenclubs.org "Forms Page". If you had \$50,000 + gross receipts last year you are receiving the long form here.

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 subtracting ANY 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 5/1/2016 THROUGH 4/30/2017

DISTRICT _____ EIN NUMBER _____
IF YOU DO NOT KNOW YOUR EIN NUMBER, Please call Mary Jo (814-241-8902) 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 (5/1/16 - 4/30/17)

_____ Gross Profits collected (minus) _____ TOTAL EXPENSES = _____ TOTAL NET PROFITS

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 5/1/2016 through 4/30/2017.

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

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

Mary Jo Gardill
533 Luzerne Street
Johnstown, PA 15905-2324
814-241-8902 mjgardill@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© (3), (4) or (7), other than with
GCFP? _____

3. Has your club ever been notified by the IRS that it has lost it's 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.