

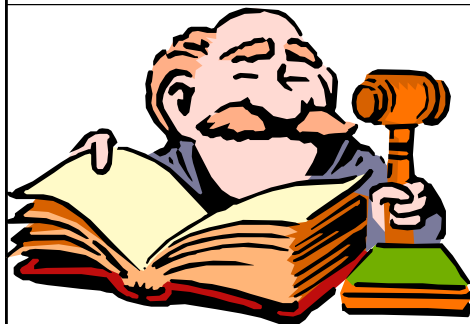
PAPERWORK

MAINTAIN CORPORATE RECORDS

- *Articles of Incorporation*
- *By-laws & Amendments*
- *List of Board of Directors*
- *Minutes of ALL meetings, including committee meetings*
- *Financial records*

FILE THE ANNUAL REPORT

- *Every year by May 1st*
- *With the Florida Department of State (www.sunbiz.org)*
- *\$61.25 filing fee*
- *The Department of State should email a postcard to remind you!*



Resolutions and decisions must be recorded in the minutes!

FLORIDA TAX INFORMATION FOR NON-PROFIT ORGANIZATIONS

Non-profit charitable organizations DO NOT automatically qualify for state tax exemptions!

Sales Tax Exemption - To be exempt from paying sales taxes on purchases and leases for your organization

- Apply using **Form DR-5**
- Renew every 5 years (now automatic provided your IRS exemption is current)
- Download the Form from the Florida Department of Revenue website at www.myflorida.com/dor

Florida Corporate Income Tax - Once your organization receives 501(c)(3) status, it is automatically exempt from Florida corporate income tax

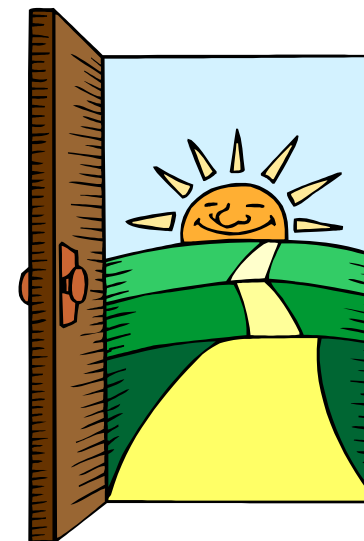
Ad Valorem Tax - To be exempt from paying property taxes, your organization must

- Apply using **Form DR-504**
- Exemptions are based on the use and ownership of the property
- Download the Form from the County Property Appraiser's Office website at www.coj.net/

If you have any questions about this information, contact Carol Miller at the Jacksonville Area Legal Aid, Inc. at 904-356-8371 ext. 332.



Life As A 501(c)(3)



COMMUNITY COUNSEL

Jacksonville Area
Legal Aid, Inc.

126 W. Adams Street
Jacksonville, FL 32202
Phone: 904-224-1572
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carol.miller@jaxlegalaid.org

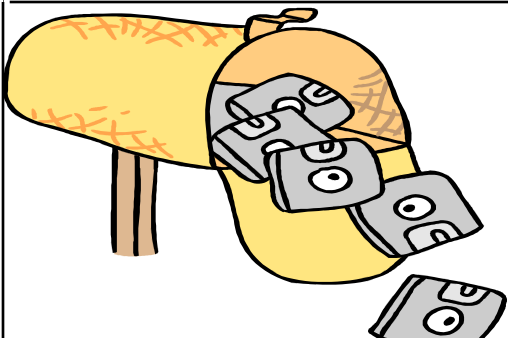
*A Wealth of Justice for Those
Who Have Neither*



CHECK YOUR MAILBOX

You will receive a confirmation letter from the IRS after filing IRS Form 1023EZ to apply for 501(c)(3) status. Keep this letter for your records!

If you expect to have income of \$50,000 or more, you will need to file Form IRS 1023. You can call the IRS exempt organization division at 1-877-829-5500 for more information. If the IRS denies your application, you will lose the User Fee.



BE SURE TO SAVE YOUR LETTER FROM THE IRS; IT IS YOUR PROOF OF TAX EXEMPTION

QUICK TIPS

ALWAYS use the organization's complete legal name in contracts, tax filings, grant applications, and other documents!

PUT the organization's Employer Identification Number (EIN) on important documents and correspondences with State and Federal agencies.

IRS Contribution Rules (Substantiation and Disclosure Requirements):

- Provide a written acknowledgment for any single contribution of \$250 or more so the donor can claim a charitable contribution on his/her federal income tax return
- Provide a written disclosure to a donor who receives goods or services in exchange for a single payment in excess of \$75
- Download Publication 1771 from www.irs.gov for more information.



Keep good financial records because you will need this information to complete future IRS forms, grant applications and other reports.

IRS FORM 990-N / FORM 990 EZ

Non-profit organizations must file Form 990 or Form 990 EZ **IF** the "average annual gross receipts" over three years is \$50,000 or more. **IF LESS**, file Form 990-N, the on-line electronic postcard. The Form is due **EVERY YEAR** by the 15th day of the 5th month following the end of your fiscal year.

See the instructions for Form 990 for the formula for calculating "average annual gross receipts."

Go to www.irs.gov to download the Forms and Instructions.

Charities cannot use a substantial part of their income on lobbying. For a more precise spending limit, use **Form 5768**. This Form can be filled out at any time.

Funding for the Community Counselor at JALA is partly provided by the Community Development Block Grant, City of Jacksonville, Florida.