

FINANCE -TAXES

Taxes requirements are very important to Department/Districts/Units annually. All of the tax requirements are listed on the

Department's website on tax mandates under Audit/Finance

Committee: [Auditing/Finance –U American Legion Auxiliary Department of California](#). As you prepare your unit budgets, note the last document on that page "suggested donations" which gives you an idea of how much per member to donate for the various funds.

- Tax Mandates - This document provides the District/Units with the Federal and State requirements that are required annually. These requirements are due to the Districts by 9/30/22. The Districts will then forward them to Department.
- IRS 990-N Postcard
 - See website for 990-N User Guide
 - The IRS has a new system and will ask you to create an account. You will have to create an **ID.me account**. It's easy but does throw you for a loop at first. Having an account helps you see at a glance the returns you have filed over the years for your unit or other nonprofits. That's important because no unit has the same treasurer every year.
 - Existing users don't need to take any action at this time. E-Postcard users with an active IRS username may continue to sign in after the transition. "More details to come."
 - If you do not file for 3 consecutive years, you will
 - lose your Federal and State nonprofit status. Any donations will not be allowed on patron's tax return from your agency.
 - It will cost the Unit \$600 (unless IRS changes) fine which needs to be paid at time of submitting the documentation for getting back nonprofit status.
 - Not in compliance with National rules. Units are no longer in good standing and can have their charters revoked and bank accounts closed.
- State Requirements: State 199N-Postcard: To submit an e-Postcard, you need:
 - Your Entity ID number or California Corporation number.
 - [Basic information](#) about your organization.

- You have 20 minutes to complete each page. If your session ends, you must start over.
- We provide a confirmation number for your records and proof you successfully filed your e-Postcard.
- Log out and close your browser when you are done to ensure the highest level of security.

[Start e-Postcard](#)

- CA AG- California Attorney General (all forms on Department Website)
 - If your organization is not required to file and does not file IRS Form 990 or 990-EZ because it does not meet the revenue requirements, your organization must submit [Form CT-TR-1](#) with the Registry.
 - [Charities | State of California - Department of Justice - Office of the Attorney General](#) – This link will take you to the CA Attorney General website for charities. Forms on Department website
 - [Form CT-TR-1](#) – This Form is the annual Treasurer Report to the Attorney General.
 - [Form RRF-1](#) - Charity registrants' annual renewal fee schedule is updated on this form. All registrants have a renewal fee based on total revenue. Remember to file [Form RRF-1](#) with either [Form CT-TR-1](#) or IRS Form 990(EZ/PF).
 - If you fall behind on your filings for the State, you will receive a notice. You will be required to attach copies of the 990-N for each year along with the CT-TR for each year. You will include the fee identified for each year.
 - RRF-1: The purpose of the Form RRF-1 is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. The Form RRF-1 is a short form calling for the most current information available to the charity and is designed to close the reporting delays on significant issues of charity fiscal accountability
 - ALL REGISTERED charities, regardless of receipts or assets, except for those listed above as being exempt, must file the Annual Registration Renewal Fee Report (RRF-1) with the Attorney General's Registry of Charitable Trusts four months and fifteen days after the close of the organization's calendar or fiscal year.
 - Gross Annual Revenue Fee:
 - Less than \$25,000 \$0
 - Between \$25,000 and \$100,000 \$25