



## How to avoid noncompliance penalties or revocation of your organization's tax-exempt status from the IRS.

In order to avoid noncompliance penalties or revocation of your organization's tax-exempt status from the IRS, there are several things that must be taken care of annually for your organization.

Here is a checklist of everything you need to do to ensure your nonprofit is compliant with the IRS every year. It's a good idea to save this checklist for your reference:

- ✓ Gather your organization's records (financial records, organization information, etc.).
  - You can gather and update your records anytime during the year.
- ✓ Ensure your current tax exempt status is up-to-date.
- ✓ File the Form 990 Series (990-N, 990-EZ, 990 or 990-PF) annually.
- ✓ Review your [State Nonprofit Requirements](#) and ensure your registration is updated.
- ✓ Submit an Annual Filing Form to the Corporation Division of the Secretary of State. Depending on your state, filing requirements may differ. [Contact](#) your state for details.
- ✓ Register and maintain a License to Fundraise ([Charitable Solicitation Registration](#)).
- ✓ File for a State Business License.
- ✓ Maintain State-Level Tax Exemption with your State Revenue Department.

- ✓ Keep accurate & complete records and also have procedures in place to keep these records updated.
  - Some examples of records to keep include: *Contributors Information, Expenses, Grants Written & Received, Accrued Expenses & Revenue, Bank Statements, Cancelled Checks, IRS Letter of Determination, Form SS4, Previous Tax Filings, and Articles of Incorporation*
- ✓ Conduct a Leadership Transition Meeting at the end of each term