



ITALIAN CATHOLIC FEDERATION

January 1, 2012

Dear Financial Secretary:

The Internal Revenue Service (IRS) requires the reporting of funds raised for non-profit/charitable purposes. At their request, we furnish the IRS your Branch or District number and your name as Financial Secretary of your Branch or District. The State of California requires the same reporting of funds and information.

Branches and Districts are required to file an annual Federal FORM 990 EZ or 990 if the gross receipts the Branch or District received for the year are \$50,000 or more. Please be sure to file these forms by May 15, 2012. Branches and Districts are required to file an annual Franchise Tax Board Form 199 if the gross receipts the Branch or District received for the year are \$25,000.00 or more. Please be sure to file this form by May 15, 2012.

Branches and Districts which have gross receipts of under \$50,000 for the year are required to file Federal FORM 990-N (e-Postcard). Please be sure to file this on-line form by May 15, 2012. Branches and Districts which have gross receipts of under \$25,000.00 for the year are required to file FORM 199-N (California e-Postcard) with the Franchise Tax Board. Please be sure to file this on-line form by May 15, 2012.

► **This form which we send you each year is separate from the IRS and State regulations and should be returned to the I.C.F. office as usual. Please complete the form and return it to the I.C.F. office no later than March 15, 2012 so we may report to the IRS (and copy to the State) when we receive the list they send to us for updates, corrections, etc.**

Also, each Branch or District has its own Federal Tax Identification Number as well as their own State Tax Identification Number. Please contact us if you need assistance or clarification regarding the numbers for your Branch or District.

Please remember there are now 3 steps:

- 1. Return this form to the I.C.F. Office by March 15, 2012.**
- 2. File the appropriate IRS form by May 15, 2012.**
- 3. File the appropriate Franchise Tax Board form by May 15, 2012.**

Thank you.

George Bacigalupi

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