

January 1, 2017

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 more than \$50,000.00. Please be sure to file these forms by May 15, 2017. 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 more than \$50,000.00. Please be sure to file this form by May 15, 2017.

Branches and Districts which have gross receipts of \$50,000 or less 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, 2017. Branches and Districts which have gross receipts of \$50,000.00 or less 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, 2017.

► **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, 2017 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, 2017.**
- 2. File the appropriate IRS form by May 15, 2017.**
- 3. File the appropriate Franchise Tax Board form by May 15, 2017.**

Thank you.

Deborah Rodondi  
I.C.F. Grand Treasurer

**Complete the information below and return to the I.C.F. Office by March 15, 2017**

**(Please note: this form is separate from the I.R.S. and State regulations.)**

Branch No. \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

or District Name \_\_\_\_\_

Place an "X" in the appropriate place.

**For IRS Purposes:**

( ) My Branch's or District's gross receipts **DID NOT TOTAL** over \$50,000 for the past year.

( ) My Branch's or District's gross receipts **DID TOTAL** over \$50,000 for the past year.  
Enclosed is a copy of the Branch's or District's Form 990 EZ or 990.

**For State Purposes:**

( ) My Branch's or District's gross receipts **DID NOT TOTAL** over \$50,000 for the past year.

( ) My Branch's or District's gross receipts **DID TOTAL** over \$50,000 for the past year.  
Enclosed is a copy of the Branch's or District's Form 199.

Please indicate your Branch's or District's Federal Tax ID Number:

( ) Our Federal Tax Identification Number is:

\_\_\_\_\_

Please indicate your Branch's or District's State Tax ID Number:

( ) Our State Tax Identification Number is:

\_\_\_\_\_

\_\_\_\_\_  
Financial Secretary's Name

Address: \_\_\_\_\_

\_\_\_\_\_