



EXEMPT ORGANIZATIONS UNIT MS F120  
**FRANCHISE TAX BOARD**  
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## New Reporting Requirements for Small Tax-Exempt Organizations

COMMITTEE TO PROMOTE SQUARE DANC  
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New reporting requirements for small tax-exempt organizations take effect January 1, 2011 (California Revenue and Taxation Code Section 23772). Small tax-exempt organizations are those with normal gross receipts of \$25,000 or less who under these new reporting requirements must electronically file FTB 199N, *Annual Electronic Filing Requirement for Small Tax-Exempt Organizations (California e-Postcard)*, available January 2011. This new requirement applies to account periods beginning on or after January 1, 2010.

### Exceptions

- Churches and church-related organizations have no filing requirement.
- Private foundations must file Form 199, *Exempt Organization Annual Information Return*.

Annually, these small tax-exempt organizations must include the following information in electronic form when they file the *California e-Postcard*. (The term organization and entity are interchangeable.)

- Entity identification number or California corporation number
- Legal name of the organization
- Federal employer identification number
- Account period beginning and ending (also known as your tax period or tax year)
- If your entity's account period changed
- Entity's mailing address
- Any other names the entity uses (doing business as or DBA name)
- Name and address of a principal officer
- Website address, if applicable
- Entity's amount of total gross receipts (the gross receipts must be normally \$25,000 or less)
- If the entity terminated or went out of business
- If the entity started business within the current year
- Contact person's name and telephone number

The due date is the same for state and federal purposes — by the 15th day of the 5th month **after** an organization's tax year ends. Therefore, calendar year organizations must file by May 15.

We do not charge a fee to file the *California e-Postcard*. If the organization does not file on time, we will send a reminder notice, but will not assess a penalty for late filing. However, if an organization fails to file for three consecutive years, we automatically revoke its California tax-exempt status. If this occurs, the organization must reapply using form FTB 3500, *Exemption Application*, and get approval to regain its tax-exempt status. Any income received between the revocation date and renewed exemption date may be taxable.

We must publish and maintain a list of the organizations whose tax-exempt status is revoked. We plan to publish this list on our website in the near future.

For more information, go to [ftb.ca.gov](http://ftb.ca.gov) and search for **exempt organizations**, or call us at 800.852.5711, select Business Entities Information, and then select option 4 to speak to a representative.

### Internet and Telephone Assistance

Website: [ftb.ca.gov](http://ftb.ca.gov)  
Telephone: 800.852.5711  
TTY/TDD: 800.822.6268 for persons with hearing or speech impairments