

IMPORTANT!



Secretaries (please share with your club treasurer if applicable):

A reminder that **ALL Kiwanis clubs need to file a 990 Form** with the IRS by February 15 – even if your club did not previously file. **Failure to file with the IRS for 3 consecutive years could result in the loss of tax exempt status!**

For your convenience there are links to 990 information on the District website:

<https://k12.site.kiwanis.org/documents/>. Finance materials are under the Club and Member Resources Menu.

1. **For clubs with gross receipts normally totaling \$50,000 or less** (This includes all revenue in the club including dues):

Click on link [990N E-Card](#) Filing Information, then the link under Ready to File? When you enter your EIN number you be taken to the **2022 postcard** if you have previously filed. You will need to know:

1. Your club's official name (located in the pink District Directory under the club listings).
2. Mailing address.
3. Website address (if applicable).
4. Employer identification number (EIN). This can be found in your club's bank records or previous tax returns. If you still can't locate it call Kiwanis International at 1-800-KIWANIS, ext. 411; they will want your club key number.
5. Annual tax period date (October 1 to September 30).
6. A statement that annual gross receipts are still normally \$50,000 or less.

- ★ **For clubs with gross receipts normally greater than \$50,000 but less than \$200,000** (This includes all revenue in the club including dues):

Click link [990 E-Z](#) Filing Information for the 2022 short form. If you wish to fill it out electronically login to irs.gov, click on Forms & Publications and enter 990EZ in the Search box. Form 990 EZ is the first listing. (It will be for 2021.)

- ★ **For clubs with gross receipts normally totaling \$200,000 or greater** (This includes all revenue in the club including dues):

Click on link [990 Long Form](#) Filing Information for the 2022 long form. We suggest you contact a tax professional for guidance.

If you need to contact your nearest IRS office for help click on the link [IRS Assistance Center](#) link on the District website and enter your zip code. (If you don't get results increase the Mile Radius for the office nearest to you.)

PLEASE REMEMBER:

- ★ **The tax year is 2022** (because our 2022-23 Kiwanis administrative year started in 2022).
- ★ Due date to file is **February 15, 2024.**

If your club has already filed for the last administrative year, thanks.