



California Garden Clubs Inc.
CGCI Group Tax Exemption Program
Renewal Form for Fiscal Year July 1, 2018-June 30, 2019

This renewal form, required documentation and payment are **due by February 1, 2018**

Club or District Name: _____

Our Club's District is: _____

We elect **TO BE INCLUDED** in the California Garden Clubs Inc. Group Tax Exemption Program for the Fiscal Year July 1, 2018-June 30, 2019.
(If selecting this option, please complete items 1 through 8 below.)

OR

We elect **TO NO LONGER BE INCLUDED** in the California Garden Clubs Inc. Group Tax Exemption Program.
(If selecting this option, please complete item 1, and then jump to item 7, sign this form, and return it to the address listed in item 8.)

1. **OUR** organization's IRS Employer Identification Number (EIN) is: _____ - _____
OUR organization's California Franchise Tax Board Entity/Organization Number is: _____

**NOTE: Always use your organizations own tax identification numbers.
NEVER use CGCI's tax identification numbers for any reason.**

2. **Point of Contact Information.**

_____ Our organization has a permanent mailing address and it is included below *.

_____ Our organization does not have a permanent mailing address; therefore, the address included below is the mailing address of our organization's current president / director **.

President / Director's Name _____

Mailing Address * ** _____

City, State, Zip Code * ** _____

Telephone number _____

Email _____

3. **Organization Activity.** Please affirm the following statements by checking the boxes:

_____ The major portion of our organization's activities in the past year has been to pursue nonprofit, educational purposes as stated in the Articles of Affiliation.

_____ **Attached is a list and description of the actual activities** for the most recently completed fiscal year (July 1, 2016-June 30, 2017) which ended **June 30, 2017** of our club or district that relate to the primary purpose of our nonprofit organization as outlined in our Articles of Affiliation.
(Note: When preparing your activities report, follow the format of the "Sample Activities Report" included in the renewal information provided by CGCI.)

4. **As the authorized representative for this member of the CGCI Group Tax Exemption Program, I affirm that our CGCI CLUB or DISTRICT understands that:**

a. **It is relieved** from having to file IRS Form 1023, *Application for Recognition of Exemption Under Section 501(c) (3) of the IRC*, and Form 1024 *Application for Recognition of Exemption Under Section 501(a)*.

b. **It is subject to** the general supervision of California Garden Clubs Inc. as outlined in our Articles of Affiliation.

c. **It is required to** submit a financial report for its most recently ended fiscal year to CGCI with this renewal form.

d. **It is responsible for its own tax return filings with the IRS and CA Franchise Tax Board (FTB) and any other that may be required. California Garden Clubs Inc. does not file group tax returns.**

Yes, I affirm this.

5. Financial Information.

_____ **Attached is the financial report showing actual income and expense for our latest fiscal year (July 1, 2016-June 30, 2017) that ended June 30, 2017.** (Note: When preparing your financial report, please follow the format of the sample financial report provided renewal information provided by CGCI.)

Please check the box that applies, and fill in the dates the forms were filed:

- Our gross receipts were equal to or less than \$50,000.
- o Our IRS Form 990-N was filed online on _____ (date)
 - o Our CA FTB Form 199-N was filed online on _____ (date)
- Our gross receipts were more than \$50,000.
- o Our IRS Form 990 or 990-EZ was filed mailed on _____ (date)
 - o Our CA FTB Form 199 was filed mailed on _____ (date)

6. Our CLUB or DISTRICT is NOT a private foundation.

(Note: A determination by the IRS that your club or district is a private foundation will jeopardize your ability to be included in the CGCI Group Tax Exemption Program.)

_____ Yes, I affirm that our organization is NOT a private foundation

_____ No, our organization has changed and is NOW a private foundation

7. Signature: I attest that to the best of my knowledge, the above information is correct.

All item 7 fields must be completed below. This form must be signed by the president / director or treasurer of the CGCI Group Tax Exemption Program member organization.

Signature: _____

Print name: _____

Title: _____ Date: _____

Telephone: _____ eMail: _____

8. Submit this completed renewal form with related documentation and payment:

Attach the _____ **ACTIVITIES REPORT** as stated in item 3 above

_____ **FINANCIAL REPORT** as stated in item 5 above

_____ **NONREFUNDABLE RENEWAL FEE**--a check for \$15.00, payable to **CGCI**

Mail to: **Ilene Herringer, GTEP Chairman**
CGCI Group Tax Exemption Program
P.O. Box 1414, Gridley 95948-1414

Revised 11/2/2017-KKM