

To: GCFP CLUB PRESIDENTS, TREASURERS, AND DISTRICT DIRECTORS

You must complete and submit this form to be included in the GCFP 501 c-3 Federal Income Tax group reporting. By submitting this form, you are authorizing the GCFP to include your organization in the group return prepared for you by the GCFP.

If you do not return this form, you will be responsible for filing required reports for your club with the Internal Revenue Service or Pennsylvania Department of Revenue/State

Please return this form to: Judy Jackson, GCFP 990 Coordinator
300 South Juliana Street Bedford, Pa 15522-1736
814-623-7279 jjxson@embarqmail.com

Please complete the following form and return it to Judy Jackson no later than July 31, 2010.

Please use the same reporting period as GCFP - May 1, 2009- through April 30, 2010

Please note: If your club took in \$ 25,000 or more in GROSS RECEIPTS *you must complete the long form 990. Please call or email Judy Jackson for the form or go to the GCFP website: www.pagardenclubs.org, Club Information page. If you had \$ 25,000 + gross receipts last year you are receiving the long form here.

**Gross Receipts include all money from all sources including dues, contributions, grants, sales proceeds, ticket sales, trip reservations and all other sources of cash received from activities, other organizations, members, community etc. BEFORE subtracting ANY expenses of ANY kind. It is best to look at the bank deposits to search for the receipts received.*

501 c3 990 INFORMATION FORM FOR TAX YEAR 5/1/09- THROUGH 4/30/10
For organizations with LESS THAN \$25,000 in receipts

DISTRICT _____ EIN _____

If you do not know your EIN, please call Judy Jackson. DO NOT ENTER N/A

CLUB/DISTRICT FULL NAME _____

CLUB ADDRESS _____

PRESIDENT/DIRECTOR _____

TREASURER _____

Contact Person _____

Contact Phone Number _____ Contact E-Mail _____

THE ABOVE NAMED CLUB, A MEMBER OF THE GARDEN CLUB FEDERATION OF PENNSYLVANIA, DID NOT HAVE GROSS RECEIPTS OF \$25,000. OR MORE DURING THE FISCAL PERIOD 5/1/09 THROUGH 4/30/10

Club Officer Signature, Title, and Date