

## **ORGANIZATION WITH THE IRS**

Upon filing the Articles with the State and holding the organizational meeting at which the Articles are ratified, Directors are acknowledged, the Bylaws are adopted, etc. You should proceed with completing and filing with the IRS the IRS form 1024, "Application for Exemption for 501(c)(7) et seq. Organization"; concurrently with this filing you should apply for a federal tax identification number. Use IRS form SS-4.

### **THE FOLLOWING IRS FORMS SHOULD BE REVIEWED, COMPLETED AND FILED AS APPLICABLE:**

IRS FORM SS-4 [*APPLICATION FOR FEDERAL ID NUMBER*]

IRS FORM 1024 [*APPLICATION FOR RECOGNITION AS 501 (c) (7)*]

IRS FORM 8718 [*USER FEE, DETERMINATION LETTER REQUEST*]

IRS FORM 990, 990N, 990EZ OR 990-T [*ANNUAL RETURN TO BE FILED*]

### **HOUSE CORPORATION**

**FEDERAL:** Qualification as Section 501(c)(7) not for profit, IRS package 1024; Fed ID Number, Form SS-4; obtain Employer's Tax Guide, Circular E; check initial requirements as to annual and quarterly employer's federal tax return.

### **CHAPTER**

**FEDERAL:** You should have a tax ID number, SS-4 Form; obtain State Employee Withholding Number; No 1024 qualification filing required, you are qualified under Fraternity filing.

### **ANNUAL FILING REPORTING REQUIREMENTS**

**FEDERAL: Both House Corporation and Chapter**

Form 990N (e-postcard) if your gross receipts are \$25,000 or less, form 990 (If gross income exceeds \$25,000 for the year) or Form 990EZ (If gross income is less than \$100,000 and total assets are less than \$250,000)

**DUE DATE:** November 15 if your fiscal year is June 30

Form 990-T (If non exempt income, more than \$1,000)

Form 941 Employer's Quarterly Federal Tax return, Federal Withholding and Social Security

Form 940 Employer's Annual Federal Unemployment FUTA Tax return due January 31 of following year

W-4 Employee's Withholding allowance certificate

W-2 and/or W-3 forms due to employee from employer by January 31 of following year; due to Social Security Administration by February 28 of following year

Form 1099 for payments to individuals/companies

**STATE:**

Employer's Quarterly Tax and Wage Report

Employer's Income Withholding Report

Chapter as an employer will need State ID number

Sales Tax requirements on sale of food to members