

**Tax Preparation Checklist – Form 990**

1. Name of Organization:
2. Organization exempt status (please circle) 501(c)3, 501(c)4, 501(c)5, 501(c)6, 501(c)7
3. Name of principal officer:
4. Website address:
5. Phone number:
6. Type of organization - Corporation, Trust, Association, or Other (please specify)
7. Year of formation:
8. List state where organization was formed:
9. Please indicate the organization’s mission statement:
10. Number of voting members of the governing body:

(please include listing of board members including officers)

1. Total number of employees reported on Form W-3 filed for the calendar year ending within the year covered by the 990 return:
2. Total number of volunteers (estimate if necessary) and a description of the services provided by the volunteers:
3. Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? If yes, please describe each below:
4. Did the organization receive, during the year, an aggregate of $5,000 or more from any one contributor? If yes, please attach listing of all such contributors, including address for each.
5. Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office?
6. Did the organization engage in lobbying activities?
7. Did the organization maintain any donor advised funds or any accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts?
8. Did the organization maintain collections of works of art, historical treasures, or other similar assets?
9. Did the organization hold assets in term, permanent, or quasi-endowments?
10. Did the organization maintain an office, employees, or agents outside of the U.S.?
11. Did the organization make more than $5,000 of grants or assistance to any organization, entity, or individual located outside the United States? If yes, please attach listing, including addresses, employer identification numbers, and IRS section [i.e. 501(c)3)] for each such entity
12. Did the organization pay more than $15,000 for professional fundraising services?
13. Did the organization report more than $15,000 in gross fundraising revenue?
14. Did the organization report more than $15,000 in gross income from gaming activities?
15. Did the organization operate one or more hospitals?

If yes, please provide the name, address, and type of hospital for each facility operated.

1. Did the organization pay any **former** officer, director, trustee, key employee, or highly compensated employee more than $100,000 in reportable compensation?
2. Did the organization pay any officer, director, trustee, key employee, or highly compensated employee more than $150,000 in reportable compensation? If yes, indicate name and amount.
3. Did any officer, director, trustee, key employee, or highly compensated employee receive or accrue compensation from any unrelated organization for services rendered to your organization?
4. Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, or substantial contributor, or to a person related to such an individual?
5. During the tax year, did any person who is a current or former officer, director, trustee, or key employee have a direct business relationship with the organization (other than as an officer, director, trustee, or employee), or an indirect business relationship through ownership of more than 35% in another entity (individually or collectively with another officer, director, trustee, or key employee?
6. Did the organization have a family member who had direct or indirect business relationship with the organization?
7. Did the organization receive more than $25,000 in non-cash contributions? If yes, indicate nature of services and estimated value.
8. Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets?
9. Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable organization?
10. Did the organization conduct more than 5% of its exempt or unrelated activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes?
11. Number reported in Box 3 of Form 1096:
12. Number of employees reported on Form W-3 for the current year:
13. Did the organization have unrelated business gross income of $1000 or more during the year covered by this return? If yes, provide a description of the type of income and $ amount.
14. Did the organization provide goods or services in exchange for any contribution of $75 or more?If yes, was the donor notified of the value of the goods or services provided?
15. Did the organization document the minutes of meetings held?
16. Does the organization have local chapters, branches, or affiliates? If yes, does the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with those of the organization?
17. Will a copy of the Form 990 be provided to the organization’s governing body before it is filed? Please describe the organizations process, if any, for reviewing the Form 990.
18. Does the organization have a written conflict of interest policy?
19. Does the organization regularly and consistently monitor and enforce compliance with the policy?
20. Does the organization have a written whistleblower policy?
21. Does the organization have a written document retention and destruction policy?
22. Does the organization have a policy for determining compensation for top officials?
23. Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?
24. If yes, has the organization adopted a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization’s exempt status?
25. A tax-exempt organization is required to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only) available for public inspection. Indicate how you make these available: Own Website, Another’s Website, or Upon Request
26. Describe below whether (and if so, how), the organization makes it governing documents, conflict of interest policy, and financial statements available to the public.
27. State the name, physical address, and telephone number of the person who possesses the books and records of the organization.
28. Were the organization’s financial statements compiled or reviewed by an independent accountant?
29. Were the financial statements audited by an independent accountant?
30. Does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of independent accountant?
31. As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? If yes, did the organization undergo the required audit or audits?