Form 990 organizer (exempt organizations)

Forms 990-N, 990-EZ and 990

Prepared for the clients of (firm name)

Your name, and your spouse’s if filing jointly

Start with the first group: it tells you which return the organization files and how much of the rest applies.

The treasurer usually answers the finance groups and the board chair or secretary the governance group.

Send the statement, policy or form named under each question you answer yes.

Which return applies

Based on: IRS, Annual exempt organization return: Who must file; Instructions for Form 990

Legal name, EIN, address, tax year end and website

Do you have the IRS determination letter? ◯ Yes ◯ No

If yes, send: IRS determination letter

Gross receipts for this year and each of the two years before

Total assets at the end of the year

Is the organization a private foundation? ◯ Yes ◯ No

If yes, send: Determination letter showing foundation status

Did the organization file a return or notice for last year? ◯ Yes ◯ No

If yes, send: Copy of last year’s Form 990, 990-EZ or 990-N confirmation

Revenue and donors

Based on: Form 990, Part VIII; Schedule B

Do you have year-end financial statements? ◯ Yes ◯ No

If yes, send: Statement of activities; Statement of financial position; Audit or review report, if one was done

Contributions and grants, program service revenue, membership dues, investment income and rent

Did any one donor give $5,000 or more in money or property? ◯ Yes ◯ No
If yes, send: Donor name, address and total for the year

Did you receive gifts of property, stock or vehicles? ◯ Yes ◯ No
If yes, send: Description and value of each gift; Appraisal, if one was obtained

Did you hold fundraising events or gaming? ◯ Yes ◯ No
If yes, send: Gross receipts and direct costs of each event

Programs and expenses

Based on: Form 990, Part III and Part IX

Mission statement as used now

The largest programs: what was done, for whom, and the expenses of each

Expenses split between programs, management and general, and fundraising

Did you make grants to other organizations or to individuals? ◯ Yes ◯ No
If yes, send: List of grants with recipient, amount and purpose

Board and governance

Based on: Form 990, Part VI

Number of voting board members, and how many are independent

Are any officers, directors or key employees related by family or business? ◯ Yes ◯ No
If yes, send: Names and the nature of each relationship

Does the organization have a written conflict of interest policy? ◯ Yes ◯ No
If yes, send: The policy and the annual disclosure forms

Does it have a written whistleblower policy? ◯ Yes ◯ No
If yes, send: The policy

Does it have a written document retention and destruction policy? ◯ Yes ◯ No
If yes, send: The policy

Were the bylaws, articles or the organization’s name changed during the year? ◯ Yes ◯ No
If yes, send: Amended documents and the board resolution

How the board reviews the Form 990 before it is filed

Pay, payroll and contractors

Based on: Form 990, Part VII; Forms W-2, 941 and 1099-NEC

Each officer, director, trustee and key employee: average hours per week and pay

Did the organization have employees? ◯ Yes ◯ No
If yes, send: Forms W-2 and W-3; Quarterly Forms 941

Did you pay any contractor $2,000 or more? ◯ Yes ◯ No
If yes, send: Form W-9 for each; The Forms 1099-NEC you filed

Did the organization do business with a board member, officer or their family? ◯ Yes ◯ No
If yes, send: Description, amount and board approval of each transaction

Other activities

Based on: Form 990, Part IV; Form 990-T; Schedules C and R

Did the organization earn income from activities unrelated to its mission? ◯ Yes ◯ No
If yes, send: Income and expenses of each activity

Did it lobby or take part in political campaigns? ◯ Yes ◯ No
If yes, send: Description and amounts spent

Does it control or is it controlled by another organization? ◯ Yes ◯ No
If yes, send: Name, EIN and relationship of each related organization

Does it hold investments or bank accounts? ◯ Yes ◯ No
If yes, send: Year-end bank and investment statements

Anything else your preparer should know