

Form 990 Documents Required for Preparation of Annual Tax Returns for Not-For Profits

The following is required documentation for the completion of IRS Form 990 for Not - For - Profits. If you have any questions, please call our office. Thank You.

- All bank statements for the tax year in question;
- All canceled checks for the tax year in question;
- All Disbursement journals;
- All cash receipts journals;
- Any and all computerized reports;
- A list of all officers, directors and trustees, including name, address, phone number, social security number and title, as of the last day of the tax year;
- Proof of all existing savings accounts and certificates of deposit;
- The number of service calls, placements, or other program service;
- A written record of any invoices paid for your organization by a third party;
- All Fund Raising Expenses must be presented in a detailed schedule. If there are none, a notarized letter must be submitted stating such. IRS rules now allow fines to tax prepares for inaccuracies. Clients will be held responsible.
- Copies of all insurance premium invoices. This includes general liability, auto, workman's comp, boding, etc.