

Regulatory Requirements for Treasurers

Federal

990N ePostcard (use if yearly revenues <\$50,000)

Tax-exempt filings **yearly**

-- required of all leagues at all levels (local, state, national)

-- due by 5 months and 15 days after end of fiscal year

FY ending Jun 30, due by November 15

FY ending Dec 31, due by May 15

[IRS 990N](#) - click link to go to IRS 990N filing site

(<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>)

[Click to see instructions](#) from LWVIN sent to treasurers in 2020

Federal Tax Returns

The local and state leagues, as not-for-profits, are not required to file yearly tax returns but are required to file 990 reports yearly to the IRS.

State of Indiana

Business entity filings

Business entity filings every 2 years on anniversary of incorporation

– required for **incorporated** leagues

Currently:

LWV Indiana

LWV Bloomington-Monroe County

LWV Indianapolis

LWV Porter County

LWV Southwestern Indiana

LWV Hancock Co – unincorporated filing but not required

-- need to have or create an account to file

<https://inbiz.in.gov/business-filings>

NP-20 Annual Non-Profit Report

Required of all non-profits annually

May be filed online at <https://intime.dor.in.gov>

--need to have or create an account

(continued)

IN-20NP Unrelated Business Income for nonprofits

Required annually if unrelated business revenue is >\$1,000

IRS § 513(a): The term “unrelated trade or business” means, in the case of any organization subject to the tax imposed by section 511, any trade or business the conduct of which is not substantially related (aside from the need of such organization for income or funds or the use it makes of the profits derived) to the exercise or performance by such organization of its charitable, educational, or other purpose or function constituting the basis for its exemption under section 501 (or, in the case of an organization described in section 511(a)(2)(B), to the exercise or performance of any purpose or function described in section 501(c)(3)), except that such term does not include any trade or business

--use INTIME account

--most locals leagues do not need to file this form

Indiana Sales Tax

Local leagues **do not** have to collect or pay sales tax as long as those sales meet the following requirement from Indiana Dept of Revenue:

- “Sales of tangible personal property by qualified nonprofit organizations carried on for a total of not more than 30 days in a calendar year ...
- ...However, when the nonprofit organization sells items, such as periodicals, books, or other property, that are intended primarily to further the educational, cultural, or religious purposes of the organization or for the improvement of the work skills or professional qualifications of the organization’s members, and the sales are not used in carrying out a private or proprietary business, the 30-day restriction does not apply and the items may be sold exempt throughout the year”
- [Click here](#) to see the bulletin (IDR Bulletin #10 Revised Dec 2018)

LWV Indiana files a **ST103** sales tax reporting form yearly in January thorough INTIME account

Indiana Tax Returns

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