Appendix 4B: General Guidelines for Filing Federal Taxes (U.S.)

*Refer to the IRS website at* [*www.irs.gov/eo*](http://www.irs.gov/eo) *or your chapter’s CPA for full details about filing federal taxes.*

**General US Federal Tax Filing Requirements for Chapters:**

* Each chapter must file Form 990-N, Form 990 EZ or Form 990, depending on the amount of the chapter’s **gross receipts** and/or **total assets**. ***The dollar amount limits for each form are subject to change each year. Check the IRS website or the chapter’s CPA for the latest information.***
* Private foundations must file **Form 990-PF**.
* The filing date for Chapters on a July 1 – June 30 tax year is November 15.

**Key Definitions:**

* ***Gross Receipts***: The gross amount received by the organization during its annual accounting period from all sources without reduction for any costs or expenses including the costs of goods or assets sold; cost of operation, expenses of earning, or collecting such amounts. Gross receipts include, but are not limited to, the gross amount received from contributions, gifts, grants and similar amounts; the gross amount received as dues or assessments from chapter members or affiliate organizations; the gross sales or receipts from business activities (whether or not it relates to your exempt purpose); the gross amount received from the sale of assets; and, the gross amount received as investment income.
* ***Unrelated Business Income***: Income received from a trade or business which is regularly carried on by the organization and is not substantially related to the performance by the organization of its exempt purpose or function except that the organization needs the profits derived from this activity. Examples of income from business unrelated to the chapter's exempt purpose include, but are not limited to, receipt of fees from member advertising in the chapter newsletter or proceeds of sale of items unrelated to ASHRAE business.