HEADQUARTERS OF THE DEPARTMENT COMMANDER Department Order #5, 2016-2017

DEPARTMENT OF NEW YORK SONS OF UNION VETERANS OF THE CIVIL WAR

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Department Order #5, 2016-2017

TO ALL NEW YORK DEPARTMENT CAMP COMMANDERS:

It is the job of every camp to complete a federal IRS 990N Form every year in order to affirm their tax-exempt status as a nonprofit organization. The deadline for filing the form, which can only be done online, depends when each camp ends its fiscal year and the deadline is the 15th of the month five months after the end of that fiscal year.

For example, the New York Department's fiscal year ended on June 30, 2016 so the Department deadline was November 15th. Dept. Treasurer Albanese has already completed this task for the Dept.

Now each camp must follow the online process. You need to link into the IRS online with the link:

http://www.irs.gov/pub/irs-pdf/p5248.pdf

In order to complete the form each camp will need to provide:

- 1. The camp's EIN/TIN
- 2. The current tax year
- 3. Legal name & mailing address of the camp
- 4. Any other name the organization uses
- 5. Name & address of the principal officer
- 6. Name & address of the principal officer
- 7. Confirmation that the organization's gross receipts are not more than \$50,000
- 8. If applicable, a statement that the organization has gone out of business.

Failure to complete this form by the deadline required by law can result in the revocation of a Camp's charter, as specified in our National By-Laws.

Please take care of this matter as specified in this General Order.

In F, C, and L,

Paul F. Ellis-Graham, Commander, Dept. Of NY, SUVCW