

Altrusa International District Eleven, Inc.

Checklist for club incorporation as affiliate of Altrusa International, Inc.

Altrusa International of _____, Inc.

<u>DESCRIPTION</u>	<u>DATE ACCOMPLISHED</u>
1. Club approval to incorporate, include in meeting minutes.	_____
2. Prepare Articles of Incorporation and send to California Secretary of State.	_____
3. Receive approved Articles from Secretary of State. It has your corporate ID. Keep this in your permanent records.	_____
4. Apply for Federal ID number for new entity (online is best). Keep this in your permanent records.	_____
5. Send approved Articles and new FEIN to Altrusa International.	_____
6. Receive from Altrusa International a letter adding your newly incorporated club to the International group exemption. Keep this in your permanent records.	_____
7. Open new bank account for your newly incorporated club and close out old bank account(s). You will need your Articles and new FEIN.	_____
8. Within 90 days of incorporation, file with California Secretary of State Form SI-100 (online is best). This must be done every two years, cost is \$20.	_____
9. Prepare and file with California Franchise Tax Board Form 3500-A Exemption Request. For this, you need the Altrusa International letter.	_____
10. Register with California Registry of Charitable Trusts, Form CT-1	_____
11. Annually, after May 31st and before October 15th, if gross receipts are less than \$50,000, file with IRS online Form 990-N "postcard". If gross receipts are greater than \$50,000, file IRS Form 990 or 990-EZ - please see your accountant if this needs to be filed.	_____
12. Annually, after May 31st and before October 15th, if gross receipts are less than \$50,000, file with Franchise Tax Board online Form 199-N "postcard". If gross receipts are greater than \$50,000, file FTB Form 199 - please see your accountant if this needs to be filed.	_____
13. Annually, after May 31st and before October 15th, file Form RRF-1 with California AG Registry of Charitable Trusts. Fee is zero if income is less than \$25,000; fee is \$25 if gross income is up to \$100,000.	_____
14. Bi-annually, file Form SI-100 with California Secretary of State, due date depends on when corporate status was attained, fee is \$20 (online is best).	_____