**Glossary of State \* and Federal Forms**

This is a short glossary of tax returns. There may be other returns for which your local association is obligated to file. State forms vary from state to state—your state association should be consulted for relevant state required forms.

Keep this glossary in a prominent place as a quick reference to State and Federal forms.

Please note that instructions and forms are available via referenced websites.

1. W-2 Wage & Tax Statement

[**http://www.irs.gov/pub/irs-pdf/iw2w3.pdf**](http://www.irs.gov/pub/irs-pdf/iw2w3.pdf)

 [**http://www.irs.gov/pub/irs-pdf/fw2.pdf**](http://www.irs.gov/pub/irs-pdf/fw2.pdf)

A W-2 form showing taxes withheld should be completed for each employee on or before January 31. Travel and other expense allowances for which the employee has submitted no voucher should also be reported on the W-2 form in the space listed as “other compensation”.

1. W-3 Reconciliation of Income Tax Withheld and Transmittal of Tax-Statements

[**http://www.irs.gov/pub/irs-pdf/iw2w3.pdf**](http://www.irs.gov/pub/irs-pdf/iw2w3.pdf)

[**http://www.irs.gov/pub/irs-pdf/fw3.pdf**](http://www.irs.gov/pub/irs-pdf/fw3.pdf)

Reconciliation statement filed with all forms (W-2) issued for the year to employees. Must be forwarded to the IRS on or before February 28. Must be accompanied by a list of the amounts of income tax withheld as shown on the W-2’s.

1. W-4 Employee’s Withholding Allowance Certificate

[**http://www.irs.gov/pub/irs-pdf/fw4.pdf**](http://www.irs.gov/pub/irs-pdf/fw4.pdf)

Upon hiring an employee, the association should have the individual complete a W-4 and record the employee’s name, address and social security number on the association’s permanent records.

1. 940 Employer’s Annual Federal Unemployment Tax Return

[**http://www.irs.gov/pub/irs-pdf/i940.pdf**](http://www.irs.gov/pub/irs-pdf/i940.pdf)

[**http://www.irs.gov/pub/irs-pdf/f940.pdf**](http://www.irs.gov/pub/irs-pdf/f940.pdf)

On or before January 31, every employer-association must file an unemployment tax return to IRS if it had either (a) paid wages of $1,500 or more in any calendar quarter or (b) had one or more employees at any time in each of 20 calendar weeks or (c) taxes are payable on remuneration to employees of $550 or more for each employee.

1. 941 Employer’s Quarterly Federal Tax Return

[**http://www.irs.gov/pub/irs-pdf/i941.pdf**](http://www.irs.gov/pub/irs-pdf/i941.pdf)

[**http://www.irs.gov/pub/irs-pdf/f941.pdf**](http://www.irs.gov/pub/irs-pdf/f941.pdf)

Every employer-association must file a quarterly return (941) by April 30, July 31, October 31 and January 31, if it withholds income tax from wages or is liable for social security taxes.

1. 990 Return of Organization Exempt from Income Tax

[**http://www.irs.gov/pub/irs-pdf/f990ez.pdf**](http://www.irs.gov/pub/irs-pdf/f990ez.pdf)

[**http://www.irs.gov/pub/irs-pdf/f990.pdf**](http://www.irs.gov/pub/irs-pdf/f990.pdf)

This form must be completed and filed by tax-exempt associations whose gross receipts are more than $25,000. Must be filed with IRS on or before the 15th day of the 5th month following the close of the fiscal year. Associations with less than $25,000 gross receipts should return the form to the IRS indicating “gross receipts less than $25,000” across front of form. For IRS assistance, call 1-877-829-5500.

1. 990-N E-Postcard

[http://www.irs.gov/charities/article/0,,id=169250,00.html](http://www.irs.gov/charities/article/0%2C%2Cid%3D169250%2C00.html)

Small tax-exempt organizations whose annual [gross receipts](http://www.irs.gov/charities/article/0%2C%2Cid%3D177784%2C00.html) are [normally $25,000 or less](http://www.irs.gov/charities/article/0%2C%2Cid%3D177338%2C00.html) ($50,000 for tax years ending on or after December 31, 2010) may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.

1. 990-T Exempt Organization Business Income Tax Return

[**http://www.irs.gov/instructions/i990t/index.html**](http://www.irs.gov/instructions/i990t/index.html)

[**http://www.irs.gov/pub/irs-pdf/f990t.pdf**](http://www.irs.gov/pub/irs-pdf/f990t.pdf)

Must be filed if an association has gross income of $1,000 or more from an unrelated trade or business. The term “unrelated trade or business” means one that is not substantially related to the exercise or performance of the function constituting the basis for the tax exemption.

1. 1096 Annual Summary and Transmittal of U.S. Information Returns

[**http://www.irs.gov/pub/irs-pdf/f1096.pdf**](http://www.irs.gov/pub/irs-pdf/f1096.pdf)

Summary form to be forwarded to IRS along with a copy of all 1099 forms issued by the association. File on or before February 28.

1. 1099 MISC Statement for Recipients of Non-employee Compensation

[**http://www.irs.gov/pub/irs-pdf/f1099msc.pdf**](http://www.irs.gov/pub/irs-pdf/f1099msc.pdf)

Used to report remuneration of $600 or more paid to those persons during the calendar year, for which no withholding of social security taxes and income tax was made over the year. A 1099 form must be issued to each person receiving such remuneration on or before January 31. These forms are generally used for accounting services, legal services, consultants etc.

1. 1120-POL Political Organization

[**http://www.irs.gov/pub/irs-pdf/f1120.pdf**](http://www.irs.gov/pub/irs-pdf/f1120.pdf)

This form must be completed and filed by a political organization (i.e. PAC’s) whose net investment income exceeds $100 in any tax year. Must be filed with the IRS by the 15th day of the 3rd month after the end of the tax year.