



## Important Instructions on Filing Chapter Taxes

Reminder: Failure to file Chapter Taxes for **3** years in a row will result in an automatic **revocation** of your tax exemption. Reapplying for the tax exemption is a long and expensive process.

There are three different types of tax forms that Chapters use to file their taxes. Two factors determine the form that is to be submitted, **gross receipts** and **total assets**. Gross receipts is simply the amount of money the Chapter collects in the year (primarily dues). The chart below from the IRS shows the breakdown for each form.

Status	Form to File	Instructions
Gross receipts normally $\leq$ \$50,000 <b>Note:</b> Organizations <a href="#">eligible</a> to file the <i>e-Postcard</i> <a href="#">may choose to file a full return</a>	990-N	<a href="#">User Guide for Form 990-N</a> <a href="#">PDF</a>
Gross receipts < \$200,000, and Total assets < \$500,000	<a href="#">990-EZ</a> <a href="#">PDF</a> or <a href="#">990</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>
Gross receipts $\geq$ \$200,000, or Total assets $\geq$ \$500,000	<a href="#">990</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>
Private foundation - regardless of financial status	<a href="#">990-PF</a> <a href="#">PDF</a>	<a href="#">Instructions</a> <a href="#">PDF</a>

### 990-N

If your Chapter makes less than \$50,000 a year, you will simply fill out the 990-N. This will take less than 10 minutes. Simply log in to file990.org (email [membership@deltachi.org](mailto:membership@deltachi.org) for log in help) and click on File Now. Click the check box saying that your Chapter gross receipts are less than \$50,000 and hit the next button. Type in your name and contact information and hit submit. You are then good to go!

### 990-EZ

If your Chapter makes between \$50,000 and \$200,000 and has total assets less than \$500,000, then you need to complete the 990-EZ form. This form can be completed on file990.org (email [membership@deltachi.org](mailto:membership@deltachi.org) for log in help). The 990-EZ is more complex than the 990-N but easier than the 990. You should contact the last person who completed the form for guidance. We recommend an alumni or accountant regularly file these due to their complexity.

### 990

If your Chapter makes more than \$200,000 or has total assets greater than \$500,000, then you will need to complete a 990. Completing this form is a bit more complex, and you are unable to complete it on file990.org. Most Chapters will hire an outside source to help complete this form correctly. Please ask past executive boards who has completed your Chapter's previous 990s to get an idea on who to contact. Below is a link to the form.

<https://www.irs.gov/pub/irs-pdf/f990.pdf>

**Friendly reminder:** Delta Chi is here to help point you in the right direction in terms of which form you need to complete and how to do so on file990.org, but we are not CPAs, and therefore cannot give any tax advice. Please refer to the IRS website for additional information.