

**IRS 990 Explanation Form
Required Report
See table below for due dates**

**ALL CHAPTERS & COLONIES LOCATED IN THE UNITED STATES MUST
RETURN THIS FORM**

The **IRS Form 990** must be filed annually by all chapters and house corporations not exempted by the Internal Revenue Service. A new form 990 EZ is available for most chapters to file. Check with the IRS for a current copy of this form at www.irs.gov. We have attached a copy of the form 8868 which was valid as of December 2004. Please be sure that a COPY of either return is sent to the Executive Offices. Please be sure that a COPY of either the 990 or 990EZ return is sent to the Executive Offices. The original 990 or 990EZ form must be filed with the IRS.

Sigma Alpha Mu and its chapters are federally tax exempt from paying federal income tax under provisions of Section 501 (c) (7). The Sigma Alpha Mu Fraternity is tax exempt and NOT tax deductible.

IRS Form 990 is the basic federal tax form for non-profit organizations. **Exempt organization with gross annual receipts normally in excess of \$25,000 have to file this form.** (This limit was formerly \$10,000.) Check the IRS website under not-for-profit entity to determine the filing requirement. If your chapter ever receives a Form 990 in the mail, even if you are below the \$25,000 limit, you must return the form with the address label provided and check the box indicating that the gross receipts are below the level requiring a completed informational return. This way, the IRS can clear its files rather than express concern over no response.

IRS Form 990 must be filed on or before the 15th day of the fifth month after the end of the chapter's fiscal accounting year. For example, most chapters end their fiscal year on June 30, so their 990 return or a valid extension would have to be filed before November 15. For filing extensions it is advisable that you make two copies of the extension and have it hand-stamped to indicate receipt. Please retain one copy for your records and give the other copy to the IRS. If you are unable to take an extension to a local office, send 2 copies of the extension request via certified mail with return receipt. Addresses for mailing extensions are on the IRS website, under instructions for filing the 8868. As of July 2006, the address for filing extensions was Internal Revenue Service, Ogden, UT 84201-0012. You must attach a copy of the extension when you file a copy of your Form 990.

Below is an example for filing returns.

Fiscal Year Ending	Return/1 st Extension Due	Return with attached first extension/2 nd Extension Due	Final date 990 filing with both extensions attached
May 31	October 15	December 15	April 15
June 30	November 15	January 15	May 15
July 31	December 15	February 15	June 15
August 31	January 15	March 15	July 15

Your return should be filed or addressed to the following address (valid as of 2005). To ensure that you have the correct address, check the instructions for filing Form 990 on the IRS website.

**Internal Revenue Service Center
Ogden, UT 84201-0027**

Instructions and a blank form are sent to chapter exchequers. If you have questions or need additional information, contact the IRS district director in your region, or call the Executive Offices. Information needed to complete the form: chapter EIN #, contact Jean Richardson (jeanr@sam.org) if you do not know this information. If a required return is not filed by the due date or the extended due date, a penalty of \$20 a day not to exceed the smaller of \$10,000 or 5% of gross receipts is imposed on the chapter. Chapters with annual gross receipts exceeding \$1,000,000 are subject to \$100 a day or up to \$50,000. The penalty may also be charged if the

organization files an incomplete form. If the chapter does not file a complete return or does not furnish complete information the IRS could impose a fine on those individuals who hold chapter office for \$10 a day not to exceed \$5,000.

Chapter Certification to be returned to the Sigma Alpha Mu Executive Offices:

We are not required to file.

We are required to file, please see the attached IRS Form 990.

Chapter _____

Date Submitted _____

Signatures:

Prior _____

Exchequer _____