

## Annual Requirements to Maintain 501(c)3 Status

1. As a public charity, we must file IRS form 990-N “before the 15th day of the fifth month” following the close of our tax year. For us, our account year closes on December 31. Therefore form 990-N must be filed electronically by May 15. Form 990-N is applicable as long as we don't receive \$50,000 in donations or other income in a given year. If that does occur in the future, we would have to file a more detailed 990-EZ or 990 form. The 990-N form is very easy to fill out and requires almost no significant financial input. There is a copy of the 2017 filing in our corporate book., currently held by Anne Ferrara in 2018.
2. State corporate tax returns: RFS needs to file an annual report with the State of Maine by June 1 each year for the preceding year. The site to do this electronically is:

[https://www10.informe.org/aro/index\\_on.html](https://www10.informe.org/aro/index_on.html)

Currently it is called form MNPCA-13 and requires a \$35 filing fee. It also is an easy filing and can also be done on paper if preferred (see <http://www.maine.gov/sos/cec/corp/nonprofit.html> for specifics).

3. Since we have no employees, we don't have to address W-2s or workers' compensation. BUMC provides our insurance coverage and we don't yet need a sales tax exemption because we don't have any major purchases.
4. We have filed articles of incorporation with the State and the name of Reversing Falls Sanctuary is registered to us. All of the past filings, bylaws, etc. are in the RFS corporate booklet
5. We do try to solicit funds within Maine and therefore need to have a state license to do that. The requirement is submission of a Charitable Organization Application (see <http://www.maine.gov/pfr/professionallicensing/professions/charitable/pdf/Initial%20App-Charitable%20Organization%20->

[%20new.pdf](#)). We have to file because we likely have more than 35 donors. See <http://www.maine.gov/pfr/professionallicensing/professions/chartable/forms.html> for specifics. There is a \$50 fee that is submitted with it. The annual deadline is November 30 of each year.

6. We are required to have bylaws, keep minutes of our meetings, have officers, an annual meeting, and keep corporate records. All of the details for 501(C)3 status are nicely detailed in simple language in the NOLO book called "How to Form a Nonprofit Corporation" which can be ordered from Blue Hill Books or readily available on Amazon. It is a great resource and has multiple downloadable forms that allow you to individualize each to your organization. Doug Cowan has the 12<sup>th</sup> edition book.