

Annual Reporting Requirements for Charitable Organizations

Designate a person who will be responsible to make sure the required reports are completed and filed before the due dates. This person will not necessarily be responsible for completing the reports.

ANNUAL REPORTING REQUIREMENTS

Illinois Attorney General¹	Due every year within six months of the end of fiscal year. <i>Report due:</i> _____	Mark the office calendar at the end of the fiscal year and begin completing AG990 IL .
Illinois Secretary of State	Annual report is due every year before the beginning of the month of incorporation <i>Report due:</i> _____	Mark the office calendar for one or two months before this date.
Internal Revenue Service IRS Form 990² OR 990-N³	Due every year by 15 th day of the 5 th month after end of fiscal year. <i>Report due:</i> _____	Mark office calendar at end of fiscal year and begin completing IRS 990 or IRS 990-N .

DOES THIS ORGANIZATION HAVE EMPLOYEES?

If your organization has an employee or employees that are paid more than \$1500 in any calendar quarter, it must file and pay withholding taxes to the IRS and the IL Dept. of Revenue. The organization may want to hire a payroll service to assure that filings and taxes are filed timely and properly.

Internal Revenue Service IRS Form 941	IRS Form 941 must be filed quarterly for each employee.	Mark the calendar at the beginning of these months and file by – April 30, July 31, Oct. 31, Jan. 31.
Illinois Department of Revenue	IL 941 must be filed quarterly ⁴ for each employee.	Mark the calendar at the beginning of these months and file by – April 30, July 31, Oct. 31, Jan. 31.
Illinois Department of Employment Security⁵	UI 3/40 must be filed quarterly for each employee.	Mark the calendar at the beginning of these months and file by – April 30, July 31, Oct. 31, Jan. 31.

¹ The filing date may be extended by submitting a written request that is received before the date the form is due. The extension for the AG 990 IL is 60 days. An additional extension may be granted if there is an extension granted by the IRS with a filing deadline after the Illinois Attorney General's deadline. For organizations with gross receipts and assets in excess of \$25,000 a completed copy of IRS Form 990 must be submitted in addition.

² Organizations with gross receipts in excess of \$50,000 must file some version of the IRS Form 990. If gross receipts are less than \$250,000 the organization may file the simplified [Form 990-EZ](#). The filing date may be extended by submitting a written request on IRS form 8868 that is received before the date the form is due. The extension for the IRS 990 is three months. A request for an additional three month extension may be submitted, but the request must show reasonable cause why the filings are not completed. Failure to file the form for three consecutive years will result in automatic termination of the organization's exempt status.

³ Organizations with gross receipts of \$50,000 or less must submit Form 990-N to the IRS, or may choose to file Form 990 or Form 990-EZ. Failure to file the form for three consecutive years will result in automatic termination of the organization's exempt status.

⁴ An organization may file annually unless their withholdings exceed \$12,000 in any given quarter. At that point they must move to quarterly filing for the remainder of the year and subsequent year.

⁵ This form is used for reporting and payment of the employer's unemployment insurance contributions. A nonprofit is liable for contribution in any year during which it employed 4 or more persons for 20 weeks in a given calendar year. If a nonprofit employs 25 or more people in a calendar year, then additional monthly wage reporting is required. These nonprofits' monthly filings and quarterly payment filings must be submitted in an approved electronic format, the most accessible being the [Illinois TaxNet](#) web portal.