

**Association of Desk and Derrick Clubs  
Annual Tax Exempt Report**

**Send Completed Report to Tax Exempt Committee Chairman Prior to May 15.**

Year Ending December 31, \_\_\_\_\_ Date: \_\_\_\_\_

Club Name: \_\_\_\_\_ Region: \_\_\_\_\_

Club Address: \_\_\_\_\_  
\_\_\_\_\_

Please check if permanent address  Club Tax ID # \_\_\_\_\_

**Please sign one of the statements listed below verifying the  
financial status of your club for the year indicated above.**

(This Report is in Lieu of an Annual Financial Report.)

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**Our Gross Revenue was Under \$ 50,000. Our Club is included in the Group Exemption.**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

**IRS Form 990N electronically filed with IRS. Date \_\_\_\_\_**

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**Our Gross Revenue was \$ 50,000 or Over and the required IRS Form 990 (copy attached) has  
been filed with the Internal Revenue Service. Our Club is included in the Group Exemption.**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

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**Our Club is NOT included in the group exemption and the required IRS Form 990 (copy  
attached) has been filed with the Internal Revenue Service.**

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

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**GEN #7139** was issued by the Internal Revenue Service to the Association of Desk and Derrick Clubs as the group tax exemption number. All clubs who gave written notice to the Tax Exempt Committee Chairman to be included are covered under the group exemption. Each individual club under the group exemption must include their Tax ID # and the ADDC GEN number on all correspondence and reports to the IRS.

## Annual Tax Exempt Report (TAXE1) Instructions

The purpose of this report is to insure that the Association of Desk and Derrick Clubs and each member club is in compliance with Federal Regulations concerning tax exemption. Please email, fax or mail the completed report to the current year Tax Exempt Committee Chairman (**TECC**) as soon as possible after the beginning of the year. A prompt report will enable the committee to comply with its deadlines.

### **Gross Revenue Includes the Following Items before Expenses have been Deducted**

- DUES: Total amount of dues collected for the Association, Region and Local Club.
- MEETINGS/  
SEMINARS: Total amount collected from each person attending all meetings and/or seminars.
- OTHER: Money collected from fund raisers, special projects and any other receipts not included in the previous categories. Do not include funds collected when acting as an agent for sending such funds to D&D Educational Trust or ADDC Foundation.

### **Transmittal of the Tax Exempt Report by email**

In the space provided after "Signed by:", enter " /s/ ", and then type in the signature of the club officer signing the original form. Attach the .doc form to an email to the Tax Exempt Committee Chairman. Include your club name after TAXE1 as the file name. The original is to be signed and retained in the permanent club files. Confirmation of receipt of TAXE1 will be provided by the TECC.

### **Form 990N Filing Requirement**

Clubs that are included in the group exemption and have annual gross income under \$50,000 must file Form 990N electronically with the Internal Revenue Service by May 15. There is no provision to print and mail a hard copy of this form. The form must be filed electronically. Please enter the date that you electronically file the Form 990A on the line provided on the TAXE1. The IRS will send an email to the email address of the person filing the Form 990N once the Form 990-N is accepted. Please forward a copy of this email to the TECC. If you do not have internet access and are unable to find someone who does, please contact the Tax Exempt Chairman-US.

### **IRS Form 990 Filing Requirements**

If your club meets any of the criteria listed below, submit a Form 990 to the Internal Revenue Service. PLEASE NOTE WHICH OF THE FOLLOWING CATEGORIES APPLY TO YOUR CLUB AND FILE YOUR REPORTS ACCORDINGLY:

1. Clubs that are included in the group exemption and have an annual gross income over \$50,000 must file the IRS Form 990. Include the GEN #7139 along with your TAX ID number on the Form 990. Mail the Form 990 to the Internal Revenue Service by May 15th and mail a copy with TAXE1 to the TECC.
2. Clubs that receive a preprinted Form 990 from the IRS must file the form even if they are included in the group exemption. Include the GEN #7139 on the form. This should remove the club from the IRS Form 990 mailing list. Mail the Form 990 to the Internal Revenue Service by May 15th and mail a copy with TAXE1 to the TECC.
3. Clubs that are not included in the group exemption must file the IRS Form 990 regardless of the amount of gross income. If applicable, check the box indicating if your gross receipts are less than \$50,000. Mail the Form 990 to the Internal Revenue Service by May 15th and mail a copy with TAXE1 to the TECC.

**Clubs filing a IRS Form 990 must submit it to the Internal Revenue Service by May 15.**