

TREASURER'S WORKSHOP

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FOCUS OF TREASURER

- COMPLIANCE
- ACCOUNTABILITY
- TRANSPARENCY



Email Penalty Waivers for Failing to File Statement of Information

Business Entities

Online Services

Form a Business

File LLC Statement of Information

File Corporation Statement of Information

Business Search

Publicly Traded Disclosure Search

Current Processing Dates

Service Options

Name Reservations

Forms, Samples & Fees

Statements of Information

Filing Tips

Business Entities Records Request

An entity that has a Statement of Information on file for the current filing period may complete the form on this page to submit a penalty waiver request for review. The waiver request should state the specific reasons for failure to file the statement of information within the required filing period.

For penalties related to Political Reform, please email the [Political Reform Division](#). To reach another division with the Secretary of State's office, please go to the main [Agency Contact Information](#) page.

All fields marked with an asterisk (*) are required. For a faster response, please include an email address.

Your Contact Information

Name

You have 50 characters left.

Email address

Confirm Email address

Entity name as registered *

You have 75 characters left.

Entity registration number *

You have 50 characters left.

Mailing address

You have 100 characters left.

<https://www.sos.ca.gov/business-programs/business-entities/filing-tips/email-penaltywaivers>

www.SOS.CA.GOV

FEDERAL TAX REQUIREMENTS

Form Required:

- If under \$50,000 of gross receipts, electronic Form 990-N. ***(Handout 3)***
- If between \$50,000 and less than \$200,000 of gross receipts, Form 990-EZ and Schedules as required.
- If over \$200,000 in gross receipts, Form 990 and Schedules as required.

Filing Deadline:

Four and one-half months after the organization's fiscal year. For example, if you have a December 31 year end, the return is due on May 15.

Penalties:

\$20 per day, up to \$10,000 or 5% of the gross receipts.

Additional Penalty:

If the organization does not comply after being notified, the manager or the organization, or the person responsible for filing the return, will be assessed an additional penalty of \$20 per day up to \$10,000.

If the organization does not file for three years the organization loses their tax exemption.

CALIFORNIA TAX REQUIREMENTS

Form Required:

- If under \$50,000 of gross receipts, Form 199-N.
- If over \$50,000 of gross receipts, Form 199.

Filing Deadline:

Four and one-half months after the organization's fiscal year. For example, if you have a December 31 year end, the return is due on May 15.

Penalties:

\$5 per month, up to \$40. Late payment fee of \$15.

Additional Penalty:

If the organization does not comply after being notified, \$5 per month up to \$25, plus possible suspension of the corporation and/or revocation of the exempt status.

If the organization does not file for three years the organization loses their tax exemption.

CALIFORNIA ATTORNEY GENERAL REQUIREMENTS

Form Required:

-- Form RRF-1 for all organizations.

If gross receipts are over \$25,000 attach a copy of the Form 990 or 990-EZ.

If gross receipts are under \$25,000 no Form 990 or 990-EZ are required.

Filing Deadline:

Four and one-half months after the organization's fiscal year.

Penalties:

\$800 plus disallowance of California income tax exemption.

Persons responsible for not filing the return can be personally liable.

Automatic suspension of the organization if not filed for 3 consecutive years.

CALIFORNIA SECRETARY OF STATE REQUIREMENTS

Form Required:

-- Statement of Information (SI-100).

Filing Deadline:

Once Every Two Years. They will send you a postcard as a reminder to file.

Penalties:

Up to \$250 for not filing.

Additional Penalty:

If the organization does not comply after being notified the organization loses their right to do business in California (suspended) and is eventually revoked.

ACCOUNTABILITY

- RECORD TRANSACTIONS
- KEEP RECEIPTS
- HAVE AUTHORIZED SIGNERS
- RECONCILE MONTHLY STATEMENTS (BANK AND VENDOR)
- CHECKS AND BALANCES
- KEEP ACCURATE RECORDS

TRANSPARENCY

- ACCURATE RECORDS
- AUDIT TRAILS
- FOLLOW PROCEDURES AND POLICIES
- REPORT INACCURACIES AND
IRREGULARITIES

QUESTIONS?