



Form 990-EZ Checklist [Excerpt Only]

Client Name:
Year End:

****990-EZ 2010 filing threshold:** Organizations must have annual gross receipts less than \$200,000 **and** total assets less than \$500,000.

Please list any change in address or telephone number:

990-EZ Part I Line 10:

Please provide the amount of actual grants and similar amounts paid to individuals and organizations selected by the organization. Include scholarship, fellowship and research grants to individuals. Also include grants to affiliates of the organization (predetermined quota support and dues payments by local organizations to their state or national organizations):

990-EZ Part I Lines 25-30:
Please describe the organization's primary exempt purpose:

SAMPLE

Note: 501(c)(3) and (c)(4) organizations must enter the total expenses for each program service reported.

Please describe the exempt purpose achievements for each of the organization's three largest program services (as measured by total expenses incurred). Items to consider including in the descriptions are as follows (these items are taken directly from Page 15 of the Form 990-EZ instructions):

Describe program service accomplishments through measurements such as clients served, days of care, number of sessions or events held, or publications.

Describe the activity's objective, for both this time period and the longer-term goal, if the output is intangible, such as in a research activity.

Give reasonable estimates for any statistical information if exact figures are not readily available. Indicate that this information is estimated.



Be clear, concise, and complete in the description.

Line 28, Program Services #1:

Line 29, Program Services #2:

Line 30 – Program Services #3:

Line 30 – Program Services #3:

SAMPLE

990-EZ Part 1

Please describe your organization's other program services. The detailed information required above for the three largest program service activities (as described on lines 28, 29 and 20) is not necessary for this line.

Note: 501(c)(3) and (c)(4) organizations must enter the total expenses for each other program service reported.

990 - EZ Part IV:

Please provide a listing of all people who were officers, directors, trustees or key employees during the year (even if they were not compensated).

Officer:

A person elected or appointed to manage the organization's daily operations and is determined by referencing to the organizing documents, by-laws or resolutions of the governing body. Typically officers are considered to be the president, president elect, past president, vice president, treasurer and secretary.