

**Subject:** 150910 - Official Communication-Tim for IRS Form 990; Member Retention Week;WOTM meeting proce;adgenda & general laws materials

## **Official Communication for September 10, 2015**

### **IT'S IRS FORM 990 TIME! (UNITED STATES FRATERNAL UNITS)**

Please be reminded that Federal Law requires all Moose Lodges, Chapters, Moose Legions, Associations, and any other unit that has a unique EIN, to file an annual IRS Form 990, 990-EZ or 990N no later than **September 15, 2015**, for our fiscal year ending April 30, 2015.

To assist you in completing the IRS Form 990, we have 990 online help videos. Through the [www.mooseintl.org](http://www.mooseintl.org) website, enter the Members Area, and then click on **Moose Training > Online Job Aids**. You will find access to 990 tax forms and help information under the 'Demos' section.

From there, you can access everything that a typical Moose Unit will need – instructions and associated schedules – on the webpage, and from within each new 990 help video. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit's gross receipts and assets. Click on the "View Video" button to open the appropriate 990 help video.

If you cannot file the 990 on time, it is essential that you file an extension by September 15, to avoid costly penalties from the IRS. Use Form 8868, which you can find on the IRS website, [www.irs.gov](http://www.irs.gov). All other schedules you may need are also available on the same IRS website.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 15, 2015**

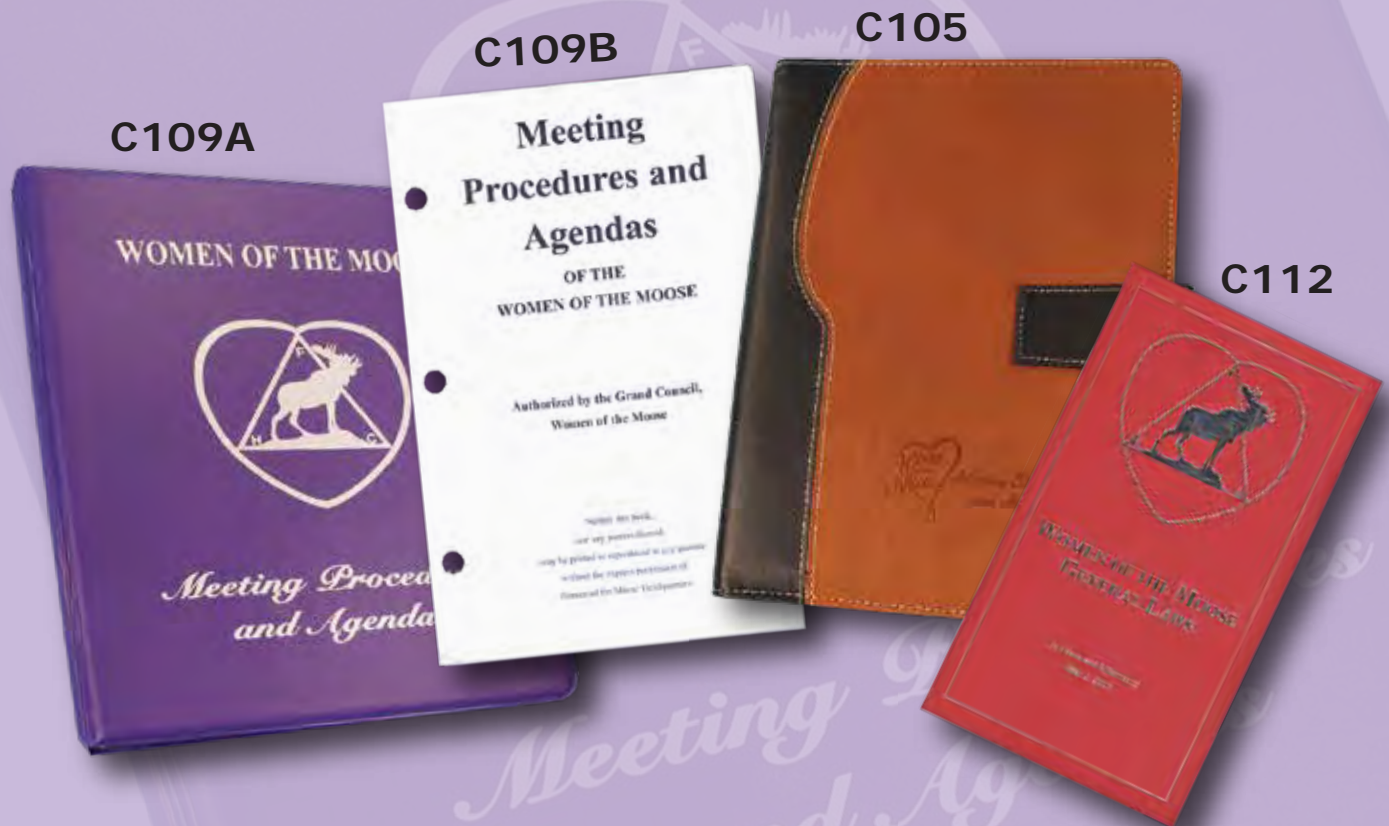


**MEMBER RETENTION MATERIALS HAVE BEEN MAILED TO ALL LODGES AND CHAPTERS.**

Lodges and Chapters should be expecting their Member Retention Mailing to arrive any day, if not already. This mailing includes all materials needed to run your Member Retention Week successfully. Please refer to the website if you need additional publishing materials for your monthly newsletters.

**WOTM MEETING PROCEDURES/AGENDAS AND GENERAL LAW MATERIALS CAN BE ORDERED DIRECTLY THROUGH CATALOG SALES. GET YOURS TODAY!**

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