

Important updates



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Regardless of branch income, including those branches that receive no local dues, a Form 990, 990-EZ or 990-N must be filed yearly. The appropriate form should be filed by the 15th day of the fifth month after the end of the branch's fiscal year. The branch president and treasurer are responsible for signing and ensuring that the form is filed. However, branches that are eligible to file a 990-N need only have one officer file the report. The income and assets of the branch determines which form should be filed:

- **Form 990**—Branches whose annual gross receipts generally are \$200,000 or more and whose total assets are \$500,000 or more at the end of the fiscal year.
- **Form 990-EZ (or 990 if the branch prefers)**—Branches whose annual gross receipts generally are less than \$200,000 and whose total assets are less than \$500,000 at the end of the fiscal year.
- **Form 990-N**—Also referred to as the e-Postcard, this must be filed electronically. It involves only a few questions. Branches receiving \$50,000 or less in income per year, including branches with no income at all, must file a Form 990-N (easiest); however, a Form 990-EZ or Form 990 may be filed in lieu of a Form 990-N. You may access the filing site directly at <http://epostcard.form990.org>.

Failure to comply may result in fines, penalties and interest. A branch that fails to file required information returns for three consecutive years will automatically lose its tax-exempt status.

Note: Branch officers should be aware that in addition to filing an appropriate 990, the branch still may be liable for tax on its unrelated business income, if it received \$1,000 or more in such income. The branch must complete a Form 990-T, Exempt Organization Business Income Tax Return, and pay any tax due. This form has the same filing deadlines as the Form 990s. A branch subject to tax is also required to make quarterly estimated tax payments. Items usually considered to be unrelated business income and are therefore reportable on the Form 990-T and taxable if the branch or state has income of \$1,000 or more from these sources include:

- The excess of advertising income from a branch or state publication over the cost of the publication

- Rental income from “debt-financed property,” such as a branch-owned building subject to a mortgage
- Reimbursements for NALC Health Benefit Plan members (associate members)

More information on filing Form 990, 990-EZ, 990-N and 990-T is available on the Internal Revenue Service website at irs.gov.

Officer Information List—Many branches installed officers in the past few months. If you have not already done so, please immediately update the Membership Department via letter or a “Branch Information Record” card, which is included quarterly with the branch roster. If you do not have a card on hand, call the Membership Department at 202-393-4695 to request one.

CCAs—A city carrier assistant's break in service should not trigger a permanent cancellation of dues withholding. Per the agreement with the USPS, a CCA's dues deduction is to automatically restart when the CCA returns from a break in service. Branch secretaries should review the biweekly roster and notify the NALC Membership Department if the dues withholding of a CCA returning from a break in service does not restart after one pay period and/or if the CCA is noted as “CAN” (canceled). A CCA on a break in service should be noted on the roster as “SEP” (separated).

Reciprocal Agreement—*Union representatives must notify NALC's Membership Department if an incoming member wishes to cancel dues to the losing craft's union.* Simply note on the top of the blue copy of the Form 1187, “Transferring from APWU” (or NPMHU or NRLCA) or write a cover letter advising NALC Headquarters of the union the member is transferring from and attach it to the Form 1187. Dues refunds for double-dues taken while a member belonged to NALC and another union are made only upon request and only for the time period between when NALC Headquarters was notified of the dual membership and when the dues to the other union were discontinued. For more information, please consult the “Reciprocal Agreement” booklet, which is available on the NALC website or from the NALC Supply Department.

Convention deadlines—As announced previously, all amendments to be considered during the 69th Biennial Convention July 21-25 must arrive in my office by May 21. In addition, to be printed in the Amendments and Resolutions book, all resolutions must arrive by that date as well. Resolutions submitted after that date will still be presented during the convention. Delegate registration closes on May 21. Requests for forms for branch sales must be made to my office by April 7 and forms must be returned to my office by April 21.