

# Official Communication for September 12, 2018

## It's IRS Form 990 Time! (US Fraternal Units) Deadline September 17, 2018

The deadline to remit your 990 is next Monday, September 17<sup>th</sup>. 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 990-N no later than **September 17, 2018**, for our fiscal year ending April 30, 2018. (As September 15 falls on a Saturday this year, our deadline has been extended to the following business day, Monday, September 17.) Filing a Form 990 is essentially filing income taxes for your fraternal unit. Failure to do so could result in fines, fees, or penalties, as well as the revocation of your unit's tax-exempt status.

To assist you in completing the IRS Form 990, please refer to our online tutorials. Visit [www.mooseintl.org](http://www.mooseintl.org), enter the Members Area, and then click on **Moose Training > Moose Training Demos & Tools Page > 990 Tax Forms and Help Information**. From there, you can access everything a typical Moose Unit will need to complete their 990 filing. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit's gross receipts and assets. Click on the "Instructions" link to open the appropriate 990 help presentation. Your Territory/Regional Managers and Chapter Analyst Coordinators are able to provide assistance with your questions, as well as your State 990 or Government Relations Chairman. Should you require further assistance in filing your **Form 990** or **Form 990-EZ**, please contact a certified tax professional who is familiar with Fraternal Organizations. Assistance with **Form 990-N (ePostcard)** can be obtained through Moose International.

If you cannot file the 990 on time, it is essential that you file an extension by September 17, 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.

**CAUTION:** It has been noted that a 'Fraternal Tax Service' has been contacting units across the Moose fraternity. This 'Fraternal Tax Service' usually indicates it will file a version of the Form 990 for a fee. Please note that this company is not in any way related to Moose International, or any of its subsidiaries. Our office has received reports of several incidences where a fraternal unit has utilized the 'Fraternal Tax Services' to prepare and file their Form 990, only to find that the unit's 990 was never filed. This company does not provide proof of filing, nor do they provide your unit with a copy of the 990 they filed on your behalf.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 17, 2018**.

## Deadline in 2 weeks! Registration For The Fall 2018 International Golf Tournament, hosted by Portsmouth, VA, Lodge 898!

Come join your fellow Moose members this fall in **Portsmouth, VA**, for the 2018 Fall golf tournament – and stay for a vacation! The Scramble will take place on Friday, October 26, and the tournament will take place Saturday & Sunday, October 27-28, 2018. Download the registration form from the Moose International website, at [www.mooseintl.org](http://www.mooseintl.org), under:

*'Programs & Events' / 'Sports' / Golf.* All registrations must be postmarked no later than **Wednesday, September 26, 2018** to be accepted.

## **International Open House Day – October 27<sup>th</sup>**

Moose International has designated Saturday, October 27, 2018 as “**International Open House Day**” for lodge homes throughout the Fraternity. This date corresponds with Founder’s Day, which celebrates the birth of James J. Davis, the driving force who brought purpose and meaning to the Fraternity during its earliest stages.

All lodges and chapters are encouraged to conduct events that will bring friends, family and local residents in touch with the Moose, our lodge homes, and the work we do on behalf of children, seniors and our communities. Additionally, lodges and chapters that conduct an Open House on this day may use the event as one of their activities for Member Retention Week. Simply indicate your participation on your form following Retention Week.

The General Governor’s Office has issued a blanket dispensation for all lodges and chapters to hold events on that day that are open to the public, as long as the Moose’s general guidelines for public events are followed. Alcohol may or may not be served, based on the structure of the event, but cannot be sold to members or non-members during the event. Lodges and chapters should refer to Section 46.13 of the General Laws for guidelines to public events, such as Open Houses.

**\*\*Note, if October 27<sup>th</sup> is unavailable to conduct an Open House, the blanket dispensation allows lodges and chapters to hold the event a week earlier, on Saturday, October 20<sup>th</sup>.**

Please check the Moose International website periodically for information pertaining to this coordinated Open House initiative at [www.mooseintl.org](http://www.mooseintl.org).

## **Member Retention Week, November 4 – 10, 2018**

Member Retention Week materials **are now available** on our website and can be accessed through Forms & Documents/Membership/Member Retention Week Materials. Printed materials will not be mailed automatically, but are available, upon request, by contacting Member Services at 630.906.3658 or [memberservices@mooseintl.org](mailto:memberservices@mooseintl.org). This week long program should be embraced by the membership, as it is their week to focus on the fraternal aspects of the fraternity. Remember, four events held during this week will make your lodge/chapter eligible for cash prizes!