

Nova Software Customer 990EZ Cheat Sheet

The following information should help you with completing the IRS 990EZ Short Form or Return of Organization Exempt From Income Tax. Your IRS form 990EZ must be filed or sent to the IRS by Midnight May 15th. All labor organizations with gross receipts less than \$1,000,000 and total assets less than \$2,500,000 at the end of the year may file the 990ez (compliance as of 1-01-2008).

Before you start go here to download the 990EZ PDF form:

<http://www.irs.gov>

Click on the “**More Forms and Publications**” link at the top left side of the web page. Next Click on the **Forms and Instructions** link

Download the ‘990EZ’ form and the 990EZ instructions and save it to your computer’s Desktop.

The following documents and Winfin2005 Software reports are required to complete the 990EZ form.

1. Copy of prior years 990ez or 990 long form reports.
2. Copy of prior years LM2/LM3 reports.
3. Copy of Annual Report from Winfin2005 Software Program (Click on “Year-end Menu item”, Print “Annual Report”)
4. Copy of Account Detail Listing from Winfin2005 Software Program (Click on “Reports Menu”, Select ‘Account Detail Listing’, Run All Account for January thru December.)
5. Copy of Income Statement Report from the Winfin2005 Software Program

Note: Make sure that your finance information is balanced before you start filling out the 990ez form. You can use the “HELP” menu in the Winfin2005 software and Click on the ‘Reviewing The Annual Report’ help item to learn how to determine if your Annual Report is in balance.

Also make sure the Cash, savings, and investments ending balance on your prior years 990 form is the same as the Combined Beginning Cash Balance on your Annual Report (top right portion of the report) for the current year.

Now to start filling in the form

Items **A thru K** at the top of the form can be filled in exactly as they appear on your **prior year’s 990ez form**. Please fill-in and make any changes that you deem necessary.

Item L – Gross Receipts – use the total Revenue in the YTD AMT column of the **Income Statement Report**. You must deduct from that total any Cash Transfers that are included in that total. Review accounts 4-05 and 4-06 in the **Account Detail Listing** to determine if you need to adjust for transfers.

Part 1 lines 1 – 9 Revenue, Expenses, and Changes in Net Assets

Line 1 – Enter 0 (unless this item applies to your local)

Line 2 – Enter 0 (unless this item applies to your local)

Line 3 – Enter the total of Column 1 of your **Annual Report**

Line 4 – Enter the total interest, dividend or gain/loss your received in account 4-03 and 4-06 of your **Account Detail Listing**.

Line 5 – Enter 0 on line 5c (unless this item applies to your local)

Line 6 – Enter 0 on line 6c (unless this item applies to your local)

Line 7 – Enter 0 on line 7c (unless this time applies to your local)

Line 8 – Enter the total of all the other income items not listed above in lines 1-7. Use the **Account Details Listing Sheets** for accounts 4-01 thru accounts 4-06. Total all the accounts that were not listed in 1- 7 (not including any cash transfer amounts). You should also describe the items (i.e. rent, jacket sales, assets sold) on line 8.

Line 9 – Enter the Total Revenue. Should agree with the total Revenue from the **Income Statement (less and transfers)**.

EXPENSES (LINES 10 – 17)

Line 10 – Enter 0 for most labor unions

Line 11 – Enter 0 (unless this item applies to your local) most benefits payments that you may have paid will be entered on line 12.

Line 12 – Using your **Annual Report** Calculate the Total as outline below:

Columns 16 thru 20 + Column 20A+ (Column 26 less Total of Columns 11 thru 15A) Add to the Total above any Benefits Payment you may have made during the year (Health Ins, Pension Payments etc).

Line 13 – Enter the Total of Column 27 from the **Annual Report**.

Line 14 – Enter the Total of Column 24 from the **Annual Report**.

Line 15 – Use the **Account Detail Listings** to get the Totals for Printing, publications, postage and shipping expense for the year. In most cases you should look at the 5-05 accounts (Office Supplies) to get these totals.

Line 16 – Other Expense should be the remaining disbursement column on your **Annual Report**:

Total Col 21 (Ed, Rec., Conf)+Col 22 (Per Capita)+Col 23 Office Supplies (less any expenses that were included on line 15 above)+Col 25 (Donations)+Col 28 (Sundry)+Col 30+Col 31 (Less any Transfers of Cash)+ Accounts 5-13-01-01/5-13-01-02 on your **Account Detail Listing** except any cash transfers that may be included.

You also need to write in a brief description of the items included on this Line item (office exp, per capita, donations etc.)

Line 17 – Total of Lines 10 –16

This number should be the same as the **Net Disbursements** Total shown in the bottom right corner of the **Disbursements** Page of the **Annual Report**.

NET ASSETS

Line 18 - Excess or Deficit for the year – Just subtract line 17 from line 9 (If line 17 is larger than line 9, the number will be a negative number).

Line 19 – Enter the end of year net assets balance from your prior year’s **Balance Sheet Section** of the 990 or 990ez report.

Line 20 – Change in net assets – This represents the difference between the Total Assets Balance and Liabilities Balance from the Beginning of the year to the End of the year.

Ex:	Year 2007		Year 2008
	=====		=====
	Land	\$ 100,000	\$ 100,000
	Buildings	\$ 35000	\$ 35000
	Furn. & Fixtures	\$ 10000	\$ 10500
	Liabilities	\$ 550	\$ 540

In the example above you can see that the furn & fixtures increased by \$500 from the year 2007 to 2008. You will also notice that the liabilities decreased by \$ 10. In this example the CHANGE IN NET ASSETS for the year 2008 was \$490 (+ \$500 from the Assets and minus \$40 from the liabilities).

You should be able to get the Assets and Liabilities balance from the LM3 or LM2 reports that you filed in the last two years.
Line 21 – Net Asset balances at end of year. Just Add Lines 18,19 and 20 to get this total. The Total for this line must agree with line 27.

PART 11 BALANCE SHEETS.

You can get the info for Lines 22 – 27 Col A from your prior year's 990ez or 990 reports. The information in Col B should be the same as you filed on your LM report for the current year.

PART III – Statement of Program Service Accomplishments

What is the organization's Primary exempt purpose ? **“Collective Bargaining”**

Lines 28 – **“Local Union enforced collective bargaining agreement to better working conditions of the Local Union and provide representation to it's members”**

PART IV – List of Officers, Directors, Trustees, and Key Employees

Use your W2's and Earnings Report to enter the info for your Officers or Executive Board members.

Enter the member's name and address in column A (You can get this info from the members W2 form).

Enter the member's title (president, vice president, trustee etc.) and estimate hours in column B

Enter the member's Gross Pay in column C

Enter any reimbursed expense paid to the member in column E (use the Earnings Report to get the reimbursed expense if any).

PART V – Other Information

Please note that labor unions are classified as 501(c)(5) organizations by the IRS, therefore, any questions in this section that refer to other classifications does not apply and you can enter **N/A** as the answer.

Please complete the questions in this section to the best of your ability. Enter a **“Y”**, **“N”** or **“N/A”**.

PART VI – Section 501c (3) organizations only.

This section does not apply to labor unions.