

**ONE-DAY  
WORKSHOP**

INTERNAL REVENUE SERVICE  
TAX EXEMPT AND GOVERNMENT  
ENTITIES (TE/GE)

# EXEMPT ORGANIZATIONS

ONE DAY  
WORKSHOP  
FOR SMALL AND  
MID SIZED  
TAX EXEMPT  
ORGANIZATIONS

**Boston, MA**

**June 9, 2009 or**

**June 10, 2009 or**

**June 11, 2009**



Department of the Treasury  
**Internal Revenue Service**

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[www.irs.gov](http://www.irs.gov)

# EXEMPT ORGANIZATIONS WORK

## ONE-DAY WORKSHOP

**The Tax Exempt and Government Entities Division of the Internal Revenue Service invites you to a one-day workshop for small and mid-sized 501(c)(3) organizations.**

**Location: Hilton Boston/Woburn  
2 Forbes Road  
Woburn, MA 01801**

**Date: Tuesday, June 9, 2009 or  
Wednesday, June 10, 2009 or  
Thursday, June 11, 2009**

**Time: 9:00 a.m. to 4:00 p.m.**

**Cost: \$45 per person, non-refundable  
*Pre-Registration is required!***

*For other dates and locations, visit [www.irs.gov/eo](http://www.irs.gov/eo) and click on "Calendar of Events."*

The workshop, presented by experienced IRS Exempt Organizations Specialists, will explain what 501(c)(3) organizations must do to keep their tax-exempt status and comply with tax obligations. This introductory workshop is designed for administrators or volunteers who are responsible for the organization's tax compliance and organization representatives who are interested in this subject.

The workshop will be limited to 200 participants each day and will be filled first-come, first-served.

## WORKSHOP TOPICS

Topics in this workshop are the “nuts and bolts” of tax-compliance for exempt organizations, and include:

### **Tax-Exempt Status**

Benefits and responsibilities of tax-exempt status under 501(c)(3). Actions that may jeopardize tax-exempt status of an organization.

### **Unrelated Business Income**

The definition of unrelated business income, common examples, common exceptions, and filing requirements. Includes a discussion of charitable gaming.

### **Employment Issues**

Classification of workers and filing requirements for employees and independent contractors.

### **Form 990**

An overview of the Form 990, tips on recordkeeping and completing the redesigned 2008 Form 990. Includes presentation of resources and tools available to exempt organizations to help them file accurate, error-free returns.

### **Required Disclosures**

Overview of disclosures tax-exempt organizations are required to make.

This workshop does not cover how to apply for tax-exempt status or compliance requirements for non 501(c)(3) organizations. For additional information on these topics, please visit [www.irs.gov/eo](http://www.irs.gov/eo) and click on "Life Cycle."

## **EXEMPT ORGANIZATIONS**

Exempt Organizations (EO) offers specialized assistance to charitable, religious, and educational organizations, civic associations, labor organizations, business leagues, social clubs, fraternal organizations, and private foundations. EO's programs help these customers understand and comply with the tax laws and regulations governing exempt organizations. Please use the following EO services to get direct assistance.

### **EO Customer Account Services**

**(877) 829-5500**

**Monday - Friday, 8:30 a.m. - 4:30 p.m. Eastern**

Call toll-free with questions on issues such as the status of your application for exemption, the effective date of your exemption, tax rules for your organization, your organization's filing requirements, and other account-related issues.

### **EO Web site**

**[www.irs.gov/eo](http://www.irs.gov/eo)**

Access this site for technical guidance articles, a calendar of EO education events, news releases, forms and filing information for exempt organization representatives.

### **EO Mailing Address**

**Internal Revenue Service**

**TE/GE Customer Account Services**

**P.O. Box 2508**

**Cincinnati, OH 45201**

## REGISTRATION INFORMATION

**On-Line:** [www.irsworkshops.eventsdesigner.com](http://www.irsworkshops.eventsdesigner.com)

**By FAX:** Complete form and fax to (703) 485-3427.

**By Mail:** Complete this form and mail it with payment to:  
Events by Design, Inc.\*  
P.O. Box 650514  
Potomac Falls, VA 20165-0514

**Cost:** \$45 per person, **non-refundable**.  
If paying by check, make payable to Events by Design, Inc. Registration and payment by mail must be received at least one week prior to your requested workshop.

**Name:** \_\_\_\_\_  
(Complete for one person only. Copy this form and complete for additional attendees.)

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, St., Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Workshop Date (first choice):** \_\_\_\_\_

**Workshop Date (second choice):** \_\_\_\_\_

**Name:** \_\_\_\_\_  
(Visa or Mastercard Only)

**Number:** \_\_\_\_\_

**Exp.** \_\_\_\_\_ **CSV.** (Three digits on back of card) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Confirmation will be sent via email.**

**Questions:** Call (800) 521-3980 or (703) 579-1496.

**\*Note:** The IRS has contracted with **Events by Design, Inc.** for registration services. Credit card charges will be processed and billed by **Events by Design, Inc.**

Internal Revenue Service

TE/GE Division

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