

Dear 2016-17 club officer:

Greetings from Rotary. Your Club and District Support (CDS) team is contacting you today to remind you of the **IRS annual filing requirement** for all Rotary clubs in the U.S. and U.S. territories.

Note: If your club has already completed this requirement this year, please disregard this message.

Whether your club is a subordinate under Rotary International's 501(c)(4) group exemption or is independently tax-exempt, **the IRS requires that all Rotary clubs in the U.S. and its territories file an annual information return. For those clubs whose tax year follows the Rotary year, the deadline to file is 15 November. The form a club must file is dependent upon its gross receipts for the year.** For more information, please see [Frequently asked questions about annual reporting requirements for exempt organizations](#) at www.irs.gov.

It is *important* that your club comply with IRS requirements. Please note that [Section 6033\(j\)](#) of the Internal Revenue Code *automatically revokes* the exemption of any organization that fails to satisfy its filing requirement for *three consecutive years*.

Our [Frequently Asked Questions](#) will answer many of the general questions you may have about Rotary clubs and the IRS. Please direct any specific questions regarding your club's tax-exempt status or reporting requirements to local counsel, your tax adviser or the IRS at www.irs.gov or **877-829-5500**.

Please note this email has been sent to all club presidents, secretaries, executive secretaries/directors and treasurers reported in our database with a valid email.

Thank you for your attention to this important reminder.

Sincerely,

Your CDS Team