

ANNUAL LEGAL CHECKLIST

For [ORGANIZATION], INC.

Activity	Date	Action Required
General		
Annual meeting	[As specified in bylaws, typically 4 th quarter of fiscal year]	Elect officers (X-year term) Elect directors (X-year term)
Bank/Financial	If/when officers change	Confirm or update signature authority; update check signing authority resolution
Lease, if applicable		Confirm rent amount and/or notice dates re: termination of lease
Insurance – Directors & Officers (D&O) liability policy, if applicable		Renew
Insurance – other		Determine if other coverage required
Bulk mailing permit, if applicable		If you want to obtain, file Form 3615 at <i>each</i> post office organization mails from.
NAICS Code		If needed, determine code at http://www.census.gov/eos/www/naics/ . Contact SNL for assistance.
IRS		
Forms 1099	Forms 1099 to independent contractors by Jan. 31; Forms 1096 to IRS by January 31	Provide 1099s to independent contractors that 1) were paid at least \$600 and aren't a corporation and 2) <u>all</u> law firms regardless of corporate status if paid at least \$600.
Forms W-2s to employees, if applicable	To employee by Jan. 31; January 31 to Social Security Administration	Determine other employee reporting obligations (e.g., Workers Comp, Unemployment)
Form 990 (annual information return for IRS)	Fiscal year ends in December: May 15 Fiscal year ends in June: November 15	Required to file Form 990 (and related schedules) if gross receipts exceed \$200,000; Form 990-EZ if gross receipts between \$50,000 and \$200,000; Form 990-N if \$50,000 or less.

State of Wisconsin		
Wisconsin Corporation Annual Report (WI Dept. of Financial Institutions)	[The end of the quarter in which the organization was incorporated]	Report names and addresses of officers & directors. Confirm name & address of registered agent. Pay \$10 fee. Form is sent to registered agent at the beginning of the quarter in which it is due.
Wisconsin Charitable Organization Registration (Form 296) (WI Dept. of Financial Institutions)	Due within 30 days after organization receives \$25,000 in contributions in fiscal year or hires employee	Register to solicit funds (Form 296 and Financial Report). Info at www.wdfr.org/CharitableOrganizations
Wisconsin Charitable Organization Annual Renewal (WI Dept. of Financial Institutions)	Renew online from June 2-August 1	Renew annually online at www.wdfr.org . Pay \$54 renewal fee. (New password sent annually)
Wisconsin Charitable Organization Annual Financial Report (WI Dept. of Financial Institutions)	After registered as a Charitable Organization that solicits donations, Annual Financial Report due within 12 months of its fiscal year end	File Form 1943, Form 308, or Form 1952. In addition, file a financial statement reviewed by CPA if contributions are > \$300K and < \$500K. Audited financial statements required if contributions are > \$500K. "Contributions" do not include program service revenue, government grants or membership dues.
Administrative / Bookkeeping		
Receipts to Donors	As donations are received	*Under law, must provide donor a dated receipt for donations > \$250. Receipt must document nature & amount of the contribution, as well as the value of any goods or services received by the donor. *Regulations require <i>donors</i> to keep records for all

		contributions. Organizations, therefore, should send receipts for all monetary donations, but are not required under law to do so.
Minutes	After each Board meeting	Minutes are a permanent record of the Board's actions.
Director Conflict of Interest Statements	Annually	Directors complete Conflict of Interest Annual Statement
Financial Records	Regularly	Organize and categorize income and expenses. Use itemized lists in IRS Form 990-EZ (page 1) as a guide.