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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, 8:00 a.m. - 6:30 p.m. EST

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

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

Send us your inquiries.

Internal Revenue Service
TE/GE Division
1111 Constitution Ave, NW
Washington, D.C. 20224
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300.00

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

Denver, CO
Metro Area

May 11, 2004 or

May 12, 2004 or

May 13, 2004



Department of the Treasury
Internal Revenue Service

Publication 4119B (Rev. 2-2004)
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www.irs.gov

EXEMPT ORGANIZATIONS WORKSHOP

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: Denver, CO Metro Area

**Date: Tuesday, May 11, 2004 or
Wednesday, May 12, 2004 or
Thursday, May 13, 2004**

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

Cost: \$25 per person, non-refundable

For other dates and locations, visit www.irs.gov/eo

The workshop, presented by experienced 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.

The workshop will be limited to 150 participants each day and will be filled first-come, first-served.

WORKSHOP TOPICS

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 explanation of the Form 990, tips on recordkeeping, and tips on completing the Form 990. Includes a discussion of the IRS audit process.

Required Disclosures

Overview of disclosures tax-exempt organizations are required to make. Includes a discussion on substantiation of charitable contributions.

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 contact IRS Customer Account Services.

REGISTRATION INFORMATION

On-Line: At www.sylvestermanagement.com/irs

By FAX: Complete this form and fax it to (888) 826-1076.

By Mail: Complete this form and mail it with payment to:
Sylvester Management Corp./IRS
P.O. Box 986
Irmo, SC 29063-0986

Cost: \$25 per person, **non-refundable**.
If paying by check, make payable to Sylvester Management Corporation. Registration and payment by mail must be received at least two weeks prior to your requested workshop.

Name: _____

Organization: _____

Mailing Address: _____

City, St., Zip: _____

E-mail Address: _____

Daytime Phone: _____

Workshop Date (first choice): _____

Workshop Date (second choice): _____

Credit Card Type: _____

Number: _____ **Exp.** _____

Confirmation of registration and details on the workshop will be sent by email, or by mail if no email is provided. A confirmation will not be sent until payment is received.

Questions: Call (800) 826-1076.