

TREASURY DEPARTMENT REPORT ON PRIVATE FOUNDATIONS 103

INSTRUCTIONS FOR FORM 990-A (1962)

RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX

Section 501(c)(3) of the Internal Revenue Code

GENERAL INSTRUCTIONS

A. Who must file Form 990-A.—An annual statement, Part I of this form, of gross income, receipts, disbursements, etc., is required by law of every organization which is exempt from tax as described in section 501(c)(3) of the Code, excepting only (1) a religious organization; (2) an educational organization if it normally maintains a regular faculty and curriculum and normally has a regularly organized body of pupils or students in attendance at the place where its educational activities are regularly carried on; (3) a charitable organization, or an organization for the prevention of cruelty to children or animals, if supported in whole or in part by funds contributed by the United States or any State or political subdivision thereof, or primarily supported by contributions of the general public; (4) or an organization operated, supervised, or controlled by or in connection with a religious organization described in section 501(c)(3). In addition to Part I, such organizations are also required by law to file certain information on Part II of this form which is made available to the public. In connection with Part II of this form all required information must be submitted except that the organization may omit any information relating to a trade secret, patent, process, style of work, or apparatus which would adversely affect the organization, or any information which would adversely affect the national defense. In such cases, the organization must submit this type of information only with Part I, together with a statement identifying which items are being withheld from Part II and the reasons for doing so. The law provides penalties for failure to furnish the information required by this form.

B. Signature and verification.—The return must be signed either by the president, vice president, treasurer, assistant treasurer or chief accounting officer, or other corporate officer (such as tax officer) who is authorized to sign. A receiver, trustee, or assignee

must sign any return which he is required to file on behalf of a corporation. The return must also be signed by any person, firm, or corporation who prepared the return. If the return is prepared by a firm or corporation, it should be signed in the name of the firm or corporation. The verification is not required if the return is prepared by a regular, full-time employee of the organization.

C. Form 990-T.—Section 511 of the Code imposes a tax in case of certain organizations described in sections 401(a) and 501(c)(2), (3), (5), (6), and (17), on income derived (a) from operation of a business enterprise which is unrelated to the purpose for which such organization received an exemption or (b) from certain rentals from property leased to others on a long-term basis. (Use Form 990-T.)

D. Form 1099.—Every organization engaged in a trade or business (which includes for this purpose all exempt functions) making payments in the course of such trade or business of interest, rents, commissions, salaries or wages (not reported on Form W-2), or other fixed or determinable income (including allowances for expenses) of amounts of \$600 or more during the calendar year to an individual, a partnership, or a fiduciary shall make returns on Forms 1096 and 1099. (See section 1.6041-1 of the regulations.) Effective January 1, 1963 Forms 1099 and 1096 are required to be submitted for payments of interest aggregating \$10 or more. A copy of any information return (Form 1099) is required to be furnished to the payee.

E. Attachments.—The schedules contained on the official form should be used unless the entry spaces provided are not sufficient for your needs. Attachments must contain the name and address of the organization as well as the required information and must follow the format of the schedules and must be presented in the same sequence as the lines of the form.

SPECIFIC INSTRUCTIONS

(References are to lines or schedules on form)

8. Attach a schedule to pages 1, 3, and 5 showing with respect to each asset sold or exchanged: (a) Date acquired, manner of acquisition, date sold, and to whom sold; (b) Gross sales price; (c) Cost, other basis, or value at time of acquisition if donated (state which); (d) Expense of sale and cost of improvements subsequent to acquisition; (e) Depreciation since acquisition; and (f) Gain or loss—(b) plus (e) minus the sum of (c) and (d).

13. Attach a schedule to pages 1, 3, and 5 in support of contributions, gifts, grants, scholarships, etc., showing: (a) each class of activity; (b) separate total for each activity; (c) name and address of donee and amount of distribution to donee; and (d) relationship of donee, if related by blood, marriage, adoption, or employment (including children of employees) to any person or corporation having an interest in the organization such as