

**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**

Salt Lake City, UT

**November 13, 2007
or**

**November 14, 2007
or**

November 15, 2007



Department of the Treasury
Internal Revenue Service

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www.irs.gov

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: Best Western Garden Inn
154 West 600 South
Salt Lake City, UT 84101**

**Date: Tuesday, November 13, 2007 or
Wednesday, November 14, 2007 or
Thursday, November 15, 2007**

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 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.

The workshop will be limited to 200 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 on the new "e-Postcard" filing requirement.

Required Disclosures

Overview of disclosures tax-exempt organizations are required to make, including new disclosure requirements imposed by the Pension Protection Act of 2006.

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 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

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

Exempt Organizations Determinations

P.O. Box 2508

Cincinnati, OH 45201

REGISTRATION INFORMATION

On-Line: 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, LLC*
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, LLC. 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: _____

Mailing Address: _____

City, St., Zip: _____

E-mail Address: _____

Daytime Phone: _____

Workshop Date (first choice): _____

Workshop Date (second choice): _____

Credit Card Type: _____

Number: _____ **Exp.** _____

Signature: _____

Confirmation of registration and details on the workshop will be sent by email, or by mail if no email is provided. **No confirmation will be sent or space held until payment is received.**

Questions: Call (800) 521-3930 or (703) 579-1496.

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

Internal Revenue Service
TE/GE Division
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Washington, D.C. 20224

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