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.

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Internal Revenue Service
TE/GE Division
1111 Constitution Ave, NW
Washington, D.C. 20224
OFFICIAL BUSINESS

FREE WORKSHOP

INTERNAL REVENUE SERVICE
TAX EXEMPT AND GOVERNMENT ENTITIES (TE/GE)

EXEMPT ORGANIZATIONS

FREE, ONE-DAY WORKSHOP FOR SMALL AND MID-SIZED TAX-EXEMPT ORGANIZATIONS

Downtown Detroit, MI

June 17, 2003 or

June 18, 2003 or

June 19, 2003

IRS Department of the Treasury
Internal Revenue Service
www.irs.gov

Publication 4119H (11-2002)
Catalog Number 35539A

FREE WORKSHOP

The Tax Exempt and Government Entities Division of the Internal Revenue Service invites you to a free, one-day workshop designed for small and mid-sized tax-exempt organizations.

Location: Downtown Detroit, MI

Date: Tuesday, June 17, 2003 or
Wednesday, June 18, 2003 or
Thursday, June 19, 2003

Time: 9:00 a.m. to 5:00 p.m.

The workshop, presented by experienced Exempt Organizations Revenue Agents, will explain what tax-exempt organizations must do to keep their tax exempt status and comply with tax obligations.

WORKSHOP TOPICS

Exemption and filing requirements

Basic requirements for the most common types of exempt organizations. Tips on record-keeping and on completing and filing Form 990.

Unrelated business income tax

The definition of unrelated business income, common examples, and common exceptions. Filing requirements for Form 990-T.

Public inspection and disclosure

Overview of the information available for public inspection. Disclosures required for fundraising solicitations.

Employment taxes

Classification of employees, taxable payments, filing requirements.

Gaming activities

Reporting requirements for exempt organizations participating in gaming activities. Types of taxes assessed on gaming activities.

Audit process

Types of IRS audits, records required, and how the process works.

This workshop does not cover how to apply for tax-exempt status. For additional information on the exemption application process, please contact IRS Customer Account Service.

REGISTRATION INFORMATION

You may call or e-mail your registration.

Call: IRS Tax Exempt and Government Entities Customer Services
(877) 829-5500 (toll-free)

- Select the "Exempt Organizations" option
- Tell the representative you want to register for an Exempt Organizations workshop.

E-mail:
- Point your browser to **www.irs.gov/charities/topic/index.html**
- Click "Calendar of Events" in the Topics list.
- Download and complete the registration form for the "EO Workshop"
- E-mail the form to: **tege.eo.ceo@irs.gov**

No more than two attendees from the same organization, please.

To confirm your registration, we will send you a letter with a map and directions to the location of the workshop. The workshop site is accessible to persons with disabilities and has ample parking available.

The workshop will be limited to approximately 75 attendees and will be filled first-come, first-served. **If your plans change, please call Customer Service at the toll-free number above to cancel a confirmed registration so that we may offer your space to another.**