

ABILA YEAR-END GUIDE: TAX FORM TIMELINE

Even nonprofits must file paperwork – oftentimes lots of paperwork – with the IRS. Here’s a quick reminder of what you need to do to meet your IRS obligations on time.

When in doubt, **start early**. Be sure to leave time to accommodate holiday vacation calendars, the end-of-year giving season, and rounds of internal review ahead of the IRS filing deadlines.

FORM	DESCRIPTION	DEADLINE
For Employees and Contractors		
W-2	Filed for each employee paid \$600 or more for the year who was subject to income, Social Security, or Medicare tax withholding.	Supplied to employees by January 31, 2018 Paper filing and electronic forms are also due to the IRS by January 31, 2018
W-3	Used to transmit Copy A of Forms W-2 to the IRS. This is a summary return, showing all the totals from the W-2 forms submitted.	January 31, 2018
1099-MISC	Filed for each contractor paid \$600 or more for the year.	1099-MISC is due by January 31, 2018, when reporting nonemployee compensation Paper filing forms and electronic forms are also due to the IRS by January 31, 2018
941	Filed each quarter to transmit payroll taxes to the IRS.	Quarterly
For ACA Compliance For more details, see Chapter 4 of Abila’s Year-End Survival Guide		
Verify data	The IRS enforces very particular requirements for costs, codes, and recordkeeping related to ACA benefits. Start early to catch any errors before you transmit forms to the IRS.	Q4 of 2017
1095-C	Provided to employees to certify ACA health insurance coverage offered, and to specify which individuals (including dependents) are enrolled in the coverage.	Supplied to employees by January 31, 2018 Supplied to IRS with Form 1094-C by dates listed below
1094-C	Used to transmit Forms 1095-C to the IRS.	On paper: February 28, 2018 Electronic: April 2, 2018
Sync with payroll	Going forward, make a point of double-checking every change in an employee’s information (name, address, dependents, etc.) to ensure your ACA and payroll records are identical.	Year-round
For Charitable Donors		
Letter or receipt	The IRS requires that a letter or receipt be supplied to any donor contributing \$250 or more in a single gift. IRS publication 1771 spells out the information required in the acknowledgement, including the organization’s name and tax-exempt status, the donor’s name, and the date and amount of the gift.	Any time after a gift is received, but generally before January 31, 2018
For Stakeholders, the Public, and the IRS For more details, see Chapter 4 of Abila’s Year-End Survival Guide		
990	General description form required every year to maintain nonprofit status; includes information on your organization’s overall mission, specific programs, leadership, and finances. This long form applies to nonprofits with gross receipts greater than \$200,000 and total assets above \$500,000.	15th day of the fifth month after end of fiscal year (for example, May 15 for December 31 FYE)
990-EZ	A shorter version of Form 990 for nonprofits with gross receipts under \$200,000 and total assets under \$500,000.	
990-N	A “postcard” form for the smallest nonprofits – those with annual gross receipts of \$50,000 or less.	
990-PF	For private foundations.	
990-T	For reporting taxable activities of nonprofits.	

For more information and awareness around the compliance issues impacting today’s nonprofit finance professionals, download Abila’s [Nonprofit Finance Study](#).

About Abila

Abila, a member of the Community Brands family, is the leading provider of software and services to associations, nonprofit organizations, and government agencies that help them improve decision making, execute with greater precision, increase engagement, and generate more revenue. Abila combines decades of industry insight with technology know-how to serve more than 8,000 customers across North America. For more information, please visit www.abila.com.

