



### 3 easy steps to remain in good standing with the NH State secretary of State and the IRS

#### 1] NH ANNUAL REPORT

Every year an Annual Report (NHCT-12) must be filed with the State of NH on or before **November 15<sup>th</sup>** (Fiscal Year July 1 through June 30) These are now done on-line. If you wish a paper form you need to notify the State of NH either via e-mail or telephone call at [annualreport@sos.nh.gov](mailto:annualreport@sos.nh.gov) or 603-271-8200 You will need to provide the business name, ID number and name and address for them to mail or e-mail to.

#### 2] NH 2025 & EVERY 5 YEARS AFTER NON PROFIT REPORT

Every five years a Non-Profit Report is due to the NH Corporate Division, providing the Business Name, Type, Business ID and State of Incorporation; Current Principal Office Address, Current Mailing Address if different; New Principal Address and mailing address; Principal Purpose and Officer and Director Information (names, address and titles) There are filing fees for the Annual Reports and Non-Profit Report. Existing registered Clubs should have last completed this form in 2020.

#### 3] ANNUAL FILING OF INTERNAL REVENUE TAX FORM 990-N, 990-E OR 990

Many clubs have income of \$50,000.00 or less annually, must electronically file 990-N; other clubs, bring in \$50,000.00 or more file either form 990EZ or 990. The filing is due no later than **November 15**, each year (based on the Lions Fiscal year of July 1 through June 30).

**WHEN NEW OFFICERS TAKE OVER, PROVIDE THEM WITH COPIES OF ALL OF THE ABOVE RECORDS AND DOCUMENTS.**