

County Declaration of Intent to Maintain Tax-Exempt Status Under a Group (GEN) or Individual Exemption

As a county or reservation with officially chartered and/or recognized Montana 4-H clubs, councils or committees we, the undersigned, understand that authority for the 4-H program in each state resides with the Extension Director, or State 4-H Program Leader, who makes all decisions regarding who shall receive a charter, when charters need to be renewed, and when to revoke a charter and the privileges associated with it. We have been made aware that the tax-exempt status previously granted to our chartered local 4-H group, under the authority of the Internal Revenue Service through Group Exemption Number (GEN) 2704, will end on May 16, 2011. After that date, local 4-H clubs and affiliates who were previously included will no longer have Federal tax-exempt status under this group exemption.

We understand that each individual land grant university has been instructed to develop their own protocols for ensuring the tax-exempt status of 4-H clubs and affiliated organizations in their state. Montana 4-H counties and reservations have two options to consider as they determine the course of action they wish to pursue in order to maintain tax exempt status, meet fiduciary responsibilities and report to the IRS. The options are as follows:

1. Become part of a group exemption (GEN) held by the county or reservation 4-H Council or Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for those groups included under the GEN and they must follow the all fiduciary and reporting responsibilities associated with this group designation.

OR

2. Become part of a group exemption (GEN) held by the Montana 4-H Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for the 4-H groups under this GEN and they must follow all fiduciary and reporting responsibilities associated with this group designation.

As the new statewide group exemption holder for 4-H clubs and affiliated organizations the Montana 4-H Foundation, an independently organized, not-for-profit, charitable organization has tax-exempt status afforded to it by the Internal Revenue Service. The Montana 4-H Foundation shall apply to become the “central organization” which holds the 4-H group exemption for multiple “subordinate organizations” located in the state of Montana.

County or Reservation Declaration of Intent
Return to 4-H Center with charter application

We wish to take the following action in establishing the new tax-exempt status with full understanding that the county or reservation extension program has final authority and responsibility for the conduct and leadership of the 4-H program in each county as stated in the Montana 4-H Policies and Procedures:

1. All clubs and committees will become part of a group exemption (GEN) held by the county or reservation 4-H Council or Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for the local groups under the GEN and they must follow all fiduciary and reporting responsibilities associated with this group designation. These councils, foundations, clubs or committees will continue to submit an annual financial report to their respective county or reservation extension office. The local 4-H extension office will continue to file or have the club file the appropriate Form 990 or its variant with the IRS, sending a copy to the Montana 4-H Center after it is filed. The application process and fees associated with this decision will be the responsibility of the Council or Foundation.

2. Become part of a group exemption (GEN) held by the Montana 4-H Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for the local groups under the GEN and they must follow all fiduciary and reporting responsibilities associated with this group designation. Under this arrangement, individual 4-H groups will still submit an annual financial report to their respective county or reservation extension office as they have in the past. The local 4-H extension or reservation office will continue to file or have 4-H groups file the appropriate Form 990 or its variant with the IRS, sending a copy to the Montana 4-H Center after it is filed. To maintain this status, each group under this designation will pay to the Montana State 4-H Foundation an annual assessment of 1% of the yearend account balance according to bank statements and the Treasurer's Yearly Summary Report as of September 30 of each year and due on or before January 15 of each year.

County _____

Extension
Agent _____

Print Name

Sign

Date

**Montana 4-H Chartered Group Agreement to Maintain Tax-Exempt Status Under
Group (GEN) Option 1
Return to 4-H Center with charter application**

As an officially chartered and/or recognized Montana 4-H group we, the undersigned, understand that authority for the 4-H program in each state resides with the Extension Director, or State 4-H Program Leader, who makes all decisions regarding who shall receive a charter, when charters need to be renewed, and when to revoke a charter and the privileges associated with it. We have been made aware that the tax-exempt status previously granted to our chartered or other officially recognized local 4-H group, under the authority of the Internal Revenue Service through Group Exemption Number (GEN) 2704, will end on May 16, 2011. After that date, local 4-H clubs and affiliates who were previously included will no longer have Federal tax-exempt status under this group exemption.

We understand that each individual land grant university has been instructed to develop their own protocols for ensuring the tax-exempt status of 4-H clubs and affiliated organizations in their state. Our club or committee agrees to the following action in establishing the new tax-exempt status with full understanding that the county or reservation extension program has final authority and responsibility for the conduct and leadership of the 4-H program in each county or reservation as stated in the Montana 4-H Policies and Procedures.

1. Our club or committee will become part of a group exemption (GEN) held by the county or reservation 4-H Council or Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for those groups included and each group must follow all fiduciary and reporting responsibilities associated with this group designation.

This subordinate or affiliate will continue to submit an annual financial report to the respective county or reservation extension office. The local 4-H extension office will continue to file or have the club file the appropriate Form 990 or its variant with the IRS and report the filing status to the Montana 4-H Center after it is filed.

County _____ Name of 4-H Club/Organization _____

Organizational Leader
(21 or older) _____
Print name *Sign* *Date*

Extension Faculty _____
Print name *Sign* *Date*

**Montana 4-H Chartered Group Agreement to Maintain
Tax-Exempt Status Under Group (GEN) Option 2
Return to 4-H Center**

As an officially chartered and/or recognized Montana 4-H group we, the undersigned, understand that authority for the 4-H program in each state resides with the Extension Director, or State 4-H Program Leader, who makes all decisions regarding who shall receive a charter, when charters need to be renewed, and when to revoke a charter and the privileges associated with it. We have been made aware that the tax-exempt status previously granted to our chartered and/or officially recognized local 4-H group, under the authority of the Internal Revenue Service through Group Exemption Number (GEN) 2704, will end on May 16, 2011. After that date, local 4-H clubs and affiliates who were previously included will no longer have Federal tax-exempt status under this group exemption.

We understand that each individual land grant university has been instructed to develop their own protocols for ensuring the tax-exempt status of 4-H clubs and affiliated organizations in their state. Our club, committee, council or foundation agrees to the following action in establishing the new tax-exempt status with full understanding that the county or reservation extension program has final authority and responsibility for the conduct and leadership of the 4-H program in each county or reservation as stated in the Montana 4-H Policies and Procedures.

2. Our club, committee, council or foundation will become part of a group exemption (GEN) held by the Montana State 4-H Foundation for the purposes of tax reporting and financial supervision. This GEN provides an umbrella organization for those groups included and each group must follow all fiduciary and reporting responsibilities associated with this group designation. The Montana 4-H Foundation will assess each club, committee, council or foundation 1% of the yearend balance according to bank statements and the Treasurer's Yearly Summary Report as of September 30 of each year and due on or before January 15 of each year.

As a subordinate or affiliate, we will continue to submit an annual financial report to the respective county or reservation extension office. The local 4-H extension office will continue to file or have the 4-H group file the appropriate Form 990 or its variant with the IRS and report the filing status to the Montana 4-H Center after it is filed.

County _____ Name of 4-H Club/Organization _____

Organizational Leader
(21 or older) _____ *Print name* _____ *Sign* _____ *Date*

Extension Faculty _____ *Print name* _____ *Sign* _____ *Date*