

## PAC Notes

### Year-end Reporting Due Dates & Transitional Filings

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*Note: The information contained below is not intended as legal advice, but to provide a general understanding of situations a PAC Treasurer might encounter. Please consult the TEC or an attorney for advice on specific circumstances.*

**ALL CLUBS: PAC Reports will be due to the TEC on January 15, 2008.**

**If you are an outgoing PAC Treasurer, your Termination Report will be due no later than 10 days after your new PAC Treasurer files an AGTA with the TEC listing her as the new PAC Treasurer.**

In addition to your semi-annual TEC GPAC report, other reports might be due. The reporting forms and periods below will apply to most of our clubs.

#### Reporting Due Dates

<b>Report Due Date</b>	<b>Reporting Entity</b>	<b>Report Title</b>	<b>Period Covered</b>
January 15, 2008	Texas Ethics Commission	January Semiannual GPAC  <i>A complete list of TEC reports and reporting due dates is available on the TEC website: <a href="http://www.ethics.state.tx.us">www.ethics.state.tx.us</a>.</i>	From the latter of: <ul style="list-style-type: none"> <li>• July 1, 2007</li> <li>• The date of your last PAC Treasurer appointment</li> <li>• The day after the ending date of your last report</li> </ul> Through December 31, 2007
January 20, 2007	Texas Comptroller of Public Accounts	Texas Sales & Use Tax Return	Calendar year 2007 IF any sales are made during the year.
January 31, 2007	Internal Revenue Service	1120-POL	Calendar year 2007 IF interest earned exceeds \$100 annually.
May 15, 2007	Internal Revenue Service	990-N –NEW THIS YEAR For clubs with gross annual revenue LESS THAN \$25,000	All clubs MUST report their contact information to the IRS. Failure to do so 3 years in a row will result in loss of the club's non-profit status.
May 15, 2007	Internal Revenue Service	990 or 990-EZ For clubs with gross annual revenue of \$25,000	Calendar year 2007.

#### Transitional Reports to be filed if club Treasurers and/or PAC Treasurers change.

<b>Suggested Filing Date</b>	<b>Reporting Entity</b>	<b>Report Title</b>	<b>Information Reported</b>
January 2, 2008	Club's Bank(s)	Signature Cards	Signatures and contact information for those who will sign checks and receive bank statements PLUS minutes of meeting electing new officers.
January 1, 2008	Texas Ethics Commission	AGTA	New PAC Treasurer information. Be sure to include and Assistant PAC Treasurer on this report.
January 20, 2007	Texas Comptroller of Public Accounts	Online Change of Address at <a href="http://www.window.state.tx.us">www.window.state.tx.us</a>	Address of individual who will be filing Sales & Use Tax Returns.
January 31, 2007	Internal Revenue Service	8822 Parts II & III	Calendar year 2007 IF interest earned exceeds \$100 annually.

**Circular 230 Disclosure:** Pursuant to requirements related to practice before the Internal Revenue Service contained in IRS Circular 230, any tax advice contained in this communication (including any attachment) is not intended to be used, and cannot be used, for purposes of (i) avoiding penalties imposed under the United States Internal Revenue Code or (ii) promoting, marketing, or recommending to another party any tax-related matter.

#### TEC Contact Numbers

Direct: 512-463-5800

Toll-free: 1-800-325-8506  
Website: [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Tech Support: 888-832-5445