

## PAC Notes

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

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**Betty Hill, TFRW PAC Chairman 2008-2009**

*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, 2009.**

**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, 2009	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, 2008</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, 2008
January 20, 2009	Texas Comptroller of Public Accounts	Texas Sales & Use Tax Return	Calendar year 2008 IF any sales are made during the year.
March 15, 2009	Internal Revenue Service	1120-POL	Calendar year 2008 IF interest earned exceeds \$100 annually.
May 15, 2009	Texas Comptroller of Public Accounts	Texas Franchise Taxes	All clubs are required to register and file franchise taxes with the State of Texas. Most clubs will not owe any franchise taxes.
May 15, 2009	Internal Revenue Service	990 or 990-EZ For clubs with gross annual revenue of \$25,000	Calendar year 2008.

### 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, 2009	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, 2009	Texas Ethics Commission	AGTA	New PAC Treasurer information. Be sure to include and Assistant PAC Treasurer on this report.
January 20, 2009	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 and Texas Franchise Tax Returns
January 31, 2009	Internal Revenue Service	8822 Parts II & III	Calendar year 2008 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 \* Tech Support: 888-832-5445 \* Website: [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

#### **AS YOU BEGIN YOUR NEW YEAR**

As your clubs close out one year and begin a new year, usually with new officers, I encourage all presidents and treasurers to review certain items relating to their own clubs:

1. Does your club have a federal employer identification number?
2. Is your club registered with the Texas Comptroller's office for sales tax or the new Texas Franchise Tax? You will need to file the Texas Franchise tax by May 15, 2009.
3. If your club's officers have changed have you filed form 8822 with the Internal Revenue Service to change your address?
4. Did your club earn \$100 or more in interest or dividends for 2008? (If so, your club will need to file form 1120-POL by March 15, 2009.)
5. Did your club raise more than \$25,000 in revenues last three year? (If so, you will need to file form 8871.)
6. Were your clubs average revenues for the last three years \$25,000 or more? (If so, you will need to begin filing form 8872 each quarter.)

If you have questions on these items, or if I can assist you with any other issues, please call or email me.

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