

NATCA Locals Annual Financial Reporting Requirements

After each local has filed the appropriate LM Form *and* IRS Form, the local SHALL provide a copy of each to NATCA:

**Email PDF to Charry Jimenez
at: financialforms@natcadc.org**

or

FAX copies to: 202-380-9118

or

Mail to:

NATCA

% Charry Jimenez

**1325 Massachusetts Ave., NW
Washington, DC 20005**

EVERY NATCA Local shall file 2 separate Financial Reporting Documents annually, one with the Dept. of Labor and another with the IRS, and provide copies of each to NATCA.

**DOL forms MUST be submitted
electronically starting this year!**

LM FORMS

1. **The Form LM-3**, Labor Organization Annual Report, discloses financial information (such as assets, liabilities, receipts and disbursements) about labor organizations which have total annual receipts of **\$10,000 or more, but less than \$250,000**. (LARGE FACILITIES).
<https://www.dol.gov/olms/regs/compliance/efs/efsintro.htm>
2. **The Form LM-4**, Labor Organization Annual Report, discloses financial information (such as assets, liabilities, receipts and disbursements) about labor organizations which have total annual receipts of **less than \$10,000**. <https://www.dol.gov/olms/regs/compliance/efs/efsintro.htm>

Federal Contract Towers

On Line 10 (Dues Change) of the LM-4; having a pay raise does **NOT** constitute a dues change. You will answer yes to question 10 **ONLY** if your contract changes

IRS FORMS

1. **IRS 990-N (e-Postcard)**, Locals whose annual gross receipts are \$50,000 or LESS electronically submit Form 990-N, also known as the e-Postcard.
<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
2. **IRS 990EZ**, Locals whose annual gross receipts are MORE than \$50,000 shall file the IRS 990 or IRS 990EZ.

Two years ago the threshold was raised to \$50,000 which should capture the vast majority of our locals and allow just about all to file the simple IRS 990-N e-Postcard instead of the full 990 or 990EZ.

Filing Deadlines:

LM Forms – MARCH 31, 2018

IRS Forms – MAY 15, 2018

*****The National Finance Committee requests that these forms be completed and sent to the National office by March 1st. We would like to catch anyone before they become delinquent with the Department of Labor.*****

NATCA Constitution:

SRD-8 Dues Rebate Checks (4/06)

Dues rebate checks shall be withheld for any NATCA Local failing to meet Department of Labor or Internal Revenue Service deadlines for LM forms or IRS reporting requirements. Dues rebate checks withheld under this provision shall be released to the Local once the Executive Vice President receives proof that the Local has complied with all DoL or IRS 990 reporting requirements.

Please direct all questions concerning the filing of LM and IRS forms to your Regional Finance Committee Representative.

Visit www.unionreports.gov for LM Forms/Instructions

Visit www.irs.gov for IRS 990 Information

Document Retention

In Accordance with the NATCA Document Retention Policy, locals shall have soft copies of all financial matters associated with the local. This means that all vouchers, receipts and bank statements shall be scanned and put on a hard or thumb drive for a period of 6 years

Should you have any questions, contact your regional finance representative

Thank you for your endless dedication!!

Kyle McHugh
National Finance Committee Chairman
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k.mchugh@natca.net