

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 two separate Financial Reporting Documents annually, one with the Dept. of Labor and another with the IRS, and provide copies of each to NATCA.

LM FORMS

1. LM Form submitted to Dept. of Labor/OLMS: Either of these forms can be submitted electronically using this website:
<http://www.dol.gov/olms/regs/compliance/efs/efsintro.htm> - .UOsRx6VKqIE
2. **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). Use this site if you prefer to manually file form:
http://www.dol.gov/olms/regs/compliance/lm3_downloadpg.htm
3. **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**. Use this site if you prefer to manually file form:
http://www.dol.gov/olms/regs/compliance/lm4_downloadpg.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, 2017

IRS Forms – MAY 15, 2017

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 unionreports.gov for LM forms/instructions. Visit irs.gov for IRS 990 information.

Document Retention

In accordance with the NATCA Document Retention Policy, locals shall have soft and hard copies of all financial documents associated with the local. This means that all vouchers, receipts, and bank statements shall be scanned and put on a thumb drive or hard drive for a period of six years. This new procedure is along with all locals retaining hard copies of all financial documents

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