

Vietnam Veterans of America Annual Financial Report

Complete and forward this form to:

**Vietnam Veterans of America
Attn: Finance Department
8719 Colesville Road, Suite 100
Silver Spring, MD 20910
301-585-4000 ext 126, Fax: 301-585-5542, e-mail – djohnson@vva.org**

ANNUAL FINANCIAL REPORT INSTRUCTIONS

By July 15th of each year, all VVA State Councils and Chapters (including Incarcerated Chapters and Chapters which started during the fiscal year) must file a VVA Annual Financial Report with the VVA National Office, Finance Department. All VVA State Councils and Chapters must also file the appropriate tax form with the Internal Revenue Service and attach it to the Annual Financial Report. Verification of the IRS filing must accompany the VVA Financial Report for it to be considered complete. **Chapters must file a copy of their VVA Financial Report with their State Council.** State Councils and Chapters may need to file an annual report with their state; please check on your state requirements.

IRS filing requirements are:

Gross Income/Assets	Form to File
Less than \$50,000 Note: Organizations eligible to file the e-Postcard 990-N may choose to file a full return	990-N, 990-EZ, or 990
Less than \$200,000 and total assets less than \$500,000	990-EZ or 990
More than \$200,000 or total assets more than \$500,000	990
Gross income of \$1,000 or more from a regularly carried on unrelated trade or business	990-T

If the State Council/Chapter has filed an extension with the IRS for filing Form 990, you must send a copy of the extension to VVA to extend your time for complying with the VVA filing deadline. Completed returns must be filed with VVA by the end of the extension period.

FAILURE TO FILE BY JULY 15th WILL RESULT IN SUSPENSION OF THE STATE COUNCIL/CHAPTER.

**VVA ANNUAL FINANCIAL REPORT
FY 20 (3/1/_____ Thru 2/28/_____)**

Finance Fax: 301-585-5542
Finance e-mail: djohnson@vva.org

Complete the following:

STATE COUNCIL: _____ / CHAPTER NO: _____

Official Street Address: _____ PO Box: _____

City: State: Zip: _____

State Council/Chapter Phone No: _____ Fax: _____

Please indicate whose phones these are: _____

State Council/Chapter e-mail address _____

**** FEDERAL EMPLOYER ID NUMBER (FEIN): _____ ****

Your State Council/Chapter must have its own FEIN. It must not use the FEIN of another organization (e.g., chapter using the state council's; state council using the national organization's).

**ATTACH A COPY OF THE _____ 990-N E-MAIL ACCEPTED LETTER VERIFYING
SUBMISSION, _____ 990EZ, _____ 990, _____ 990-T , or _____ (check one)**

Complete the following section.

1. TOTAL REVENUE \$ _____

2. TOTAL EXPENSES \$ _____

VERIFICATION and CERTIFICATION

The undersigned officer of Vietnam Veterans of America State Council _____ or Chapter # _____ certifies that he/she has read the foregoing State Council / Chapter Annual Financial Report and to the best of his/her knowledge and belief, certifies that the information contained herewith, is true, correct, and complete.

(name, title) Phone No: _____