**990EZ**

Our fee would be $375 (if gross revenues for 2016 are less than $50K) or $500 (if gross revenues are more than $50K but less than $200K), and the info we will need will be as follows:

Payment in full, we will provide you with a link for payment. [www.grantwritingatitsfinest.com](http://www.grantwritingatitsfinest.com) or you can make your payment on our website.

California Nonprofits should add $50 for the CA Annual Information Return.

1. Profit and Loss Statement for 2016
2. Balance Sheet as of December 31, 2016
3. Current mailing address for the organization
4. Board of Directors’ names, addresses and titles (for the tax year 2016).
5. Name, position and phone number of the signing officer (must be one of the Board of Directors for the reported year - 2016)
6. Persons or organizations who contributed more than $5,000 to the organization:
	1. name, address and amount;
	2. Was the donor a 501c3 charitable organization, 501c3 private foundation or Not a 501c3?
7. Persons or organizations who paid more than $5,000 for services to the organization (name and amount)
8. If any board member made a contribution to the organization, please provide board member name and amount of his / her contribution
9. Salary paid to each board member
10. Short list of main program accomplishments
11. Copy of prior year tax return (if one was prepared and if we did not prepare prior year taxes)
12. Hours worked per week for each director
13. If you made a donation equal to or greater than $5,000 to any one person or organization, please provide:
	1. Name of person or organization
	2. Relationship with the person/organization
	3. Address
	4. Dollar amount
	5. Indicate whether the donor was a 501c3
	6. Purpose of the donation
14. Note for Contributions Received, please indicate:

(a) Contributions received in monetary donations (cash, checks, credit cards, etc.)?

(b) Contributions received as in kind donations (non-cash items such as clothing, household goods, etc. – you must determine the value of the items)?

Note: The total of (a) and (b) must add to the total contributions on the Profit and Loss

1. For expenses on the Profit and Loss, please indicate which percentage of the total expense is related directly to the programs of the organization.
2. Have your 501c3 been approved by IRS?
3. If your tax year does not end December 31, please indicate the fiscal tax year end?

***If GWAIF LLC didn’t prepare the 501c3 application for your organization, please provide:***

1. Approved Articles of Incorporation;
2. EIN (tax ID) for the organization;
3. Determination letter of Approval from the IRS.

Please, indicate also if you have filed any tax returns for previous years and the type of the form you filed with the IRS (for example: 2015 – form 990-N).