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Internal Revenue Service  
TE/GE Division  
1111 Constitution Ave, NW  
Washington, D.C. 20224  
OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300.00

## EXEMPT ORGANIZATIONS

Exempt Organizations (EO) offers specialized assistance to charitable, religious, and educational organizations, civic associations, labor organizations, business leagues, social clubs, fraternal organizations, and private foundations. EO's programs help these customers understand and comply with the tax laws and regulations governing exempt organizations. Please use the following EO services to get direct assistance:

### EO Customer Account Services (877) 829-5500

Monday - Friday, 8:00 a.m. - 6:30 p.m. EST

Call toll-free with questions on issues such as the status of your application for exemption, the effective date of your exemption, tax rules for your organization, your organization's filing requirements, and other account-related issues.

### EO Web site [www.irs.gov/eo](http://www.irs.gov/eo)

Access this site for technical guidance articles, a calendar of EO education events, news releases, forms and filing information for exempt organization representatives.

### EO Mailing Address Internal Revenue Service TE/GE Customer Account Services P.O. Box 2508 Cincinnati, OH 45201

Send us your inquiries.

ONE-DAY  
WORKSHOP

INTERNAL REVENUE SERVICE  
TAX EXEMPT AND GOVERNMENT  
ENTITIES (TE/GE)

# EXEMPT ORGANIZATIONS

ONE-DAY  
WORKSHOP  
FOR SMALL AND  
MID-SIZED  
TAX-EXEMPT  
ORGANIZATIONS

**Baltimore, MD  
Metro Area**  
**May 4, 2004 or**  
**May 5, 2004 or**  
**May 6, 2004**



Department of the Treasury  
Internal Revenue Service

Publication 4119A (Rev. 2-2004)  
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[www.irs.gov](http://www.irs.gov)

## ONE-DAY WORKSHOP

**The Tax Exempt and Government Entities Division of the Internal Revenue Service invites you to a one-day workshop for small and mid-sized 501(c)(3) organizations.**

**Location: Baltimore, MD Metro Area**

**Date: Tuesday, May 4, 2004 or  
Wednesday, May 5, 2004 or  
Thursday, May 6, 2004**

**Time: 9:00 a.m. to 4:00 p.m.**

**Cost: \$25 per person, non-refundable**

For other dates and locations, visit [www.irs.gov/eo](http://www.irs.gov/eo)

The workshop, presented by experienced Exempt Organizations Specialists, will explain what 501(c)(3) organizations must do to keep their tax-exempt status and comply with tax obligations. This introductory workshop is designed for administrators or volunteers who are responsible for the organization's tax compliance.

The workshop will be limited to 150 participants each day and will be filled first-come, first-served.

## WORKSHOP TOPICS

### Tax-Exempt Status

Benefits and responsibilities of tax-exempt status under 501(c)(3). Actions that may jeopardize tax-exempt status of an organization.

### Unrelated Business Income

The definition of unrelated business income, common examples, common exceptions, and filing requirements. Includes a discussion of charitable gaming.

### Employment Issues

Classification of workers and filing requirements for employees and independent contractors.

### Form 990

An explanation of the Form 990, tips on recordkeeping, and tips on completing the Form 990. Includes a discussion of the IRS audit process.

### Required Disclosures

Overview of disclosures tax-exempt organizations are required to make. Includes a discussion on substantiation of charitable contributions.

This workshop does not cover how to apply for tax exempt status or compliance requirements for non 501(c)(3) organizations. For additional information on these topics, please contact IRS Customer Account Services.

## REGISTRATION INFORMATION

**On-Line:** At [www.sylvestermanagement.com/irs](http://www.sylvestermanagement.com/irs)

**By FAX:** Complete this form and fax it to (888) 826-1076.

**By Mail:** Complete this form and mail it with payment to:  
Sylvester Management Corp./IRS  
P.O. Box 986  
Irmo, SC 29063-0986

**Cost:** \$25 per person, **non-refundable**.  
If paying by check, make payable to Sylvester Management Corporation. Registration and payment by mail must be received at least two weeks prior to your requested workshop.

**Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, St., Zip:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Workshop Date (first choice):** \_\_\_\_\_

**Workshop Date (second choice):** \_\_\_\_\_

**Credit Card Type:** \_\_\_\_\_

**Number:** \_\_\_\_\_ **Exp.** \_\_\_\_\_

Confirmation of registration and details on the workshop will be sent by email, or by mail if no email is provided. A confirmation will not be sent until payment is received.

**Questions:** Call (800) 826-1076.