**E-mail to Business Managers and Payroll Processors sent via Flocknote from** **accountingservices@archindy.org** **on 10/11/2018.**

**What is the Form NP-20?**The NP-20 form is the Indiana Department of Revenue’s Nonprofit Organization’s Annual Report.

**Which organizations are required to file an NP-20?**To maintain Indiana Nonprofit Compliance, all nonprofit organizations are required to complete the Nonprofit Organization’s Annual Report (Form NP-20) each year. **Each parish and high school within the Archdiocese of Indianapolis is required to file the annual NP-20**.

**Who is responsible for filing the NP-20?**
**Each parish and high school is responsible for filing their own NP-20.** The Office of Accounting Services will file the NP-20 for the following agencies of the Archdiocese of Indianapolis: ADI Schools, Catholic Cemeteries, Bishop Brute Seminary, CYO Camp Rancho Framasa, Catholic Charities Bloomington, Catholic Charities Indianapolis, Catholic Charities Tell City, Catholic Charities Terre Haute, Catholic Community Foundation, Catholic Youth Organization, Criterion Press, Mother Theodore Catholic Academies, Our Lady of Fatima Retreat House, Roman Catholic Archdiocese of Indianapolis, Inc, Roman Catholic Archdiocese of Indianapolis Properties, Inc, St. Elizabeth Catholic Charities, St. Mary’s Child Center, and Terre Haute Catholic Charities Foodbank

**When is the Form NP-20 due?**The form is due on the 5th month following the end of the fiscal year. Since the Archdiocese of Indianapolis and all related entities have fiscal years ending on June 30th, the form is due on November 15th.

**Where can I find the form NP-20?**The Indiana Department of Revenue will mail the current year’s NP-20 with the entity’s non-profit registration number, federal ID number, and tax year pre-populated on the form. If you did not receive a form in the mail, you can download a fill-able PDF version of the NP-20 from the Department of Revenue’s website using the following link: <https://www.in.gov/dor/3506.htm>.

**How do I fill out the NP-20?**Each entity should fill out the form for the fiscal year Beginning 07/01/2017 and Ending 6/30/2018. Each entity has a unique non-profit registration number and federal ID number to include on the form. Parishes and high schools are not required to file a Form 990, so the attachment of the 990 is not applicable. You can indicate N/A on the NP-20 to indicate a federal return will not be attached. Be sure to answer each of the ‘Current Information’ questions and attach a listing of current parish council members or school board members as part of ‘Current Information’ requirement #3. In the box below ‘Current Information’ #4, include a brief mission statement for the parish/school.

**Who should sign the NP-20?**For parishes, the parish pastor or administrator should sign the NP-20 as the Officer/Trustee. For high schools, the school principal or school board president should sign as the Officer/Trustee.

**How do I submit the NP-20?**E-filing is currently unavailable for the NP-20 form. You must mail a hard copy of the form and any attachments to the Indiana Department of Revenue address listed at the bottom of the NP-20. Before mailing the completed form, we recommend scanning and saving a copy of the form so you can reference prior submissions during next year’s filing.

**More Questions?**For more information regarding tax filing requirements for nonprofit organizations, you can refer to the IN Department of Revenue’s information bulletin #17 (<https://www.in.gov/dor/reference/files/ib17.pdf>).
If you additional questions regarding the NP-20 form or other required tax filings, please contact the Indiana Department of Revenue at 317-232-0129.