



TAX CONSULTANT

ABA Job Description

BASIC FUNCTION

Prepare the Federal Income Tax Form 990 and any necessary returns for each fiscal year. Obtain the Treasurer's signature on the form and submit to the IRS before the due date. Provide tax information when requested.

TAX CONSULTANT QUALIFICATIONS

1. Be knowledgeable on Federal Tax requirements for non-profit organizations.
2. Be prompt in submitting required forms

CURRENT PROCEDURES

1. Receive the fiscal year quarterly financial reports from the treasurer by May 31st.
2. Prepare Federal Income Tax Form 990 for fiscal year ending March 31st.
3. File the 990 return electronically to the IRS on or before, August 15th the due date of the return. Send a copy of the 990 to the Treasurer.

All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31st. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

Complete and return by email the Discussion Form sent to you by the Secretary no later than one month before convention.

Important information for name and logo copyrights:

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®



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(Revised May 2024)

The name of *The Bell Tower*sm must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.

Tax Consultant: The Tax Consultant will make every effort to use the terms “educational programs,” “exhibits of different types of bell collections” and “demonstrations of bells” in tax filings.