

AN IMPORTANT MESSAGE FROM THE ASSISTANT TREASURER OF PCBL

December 2009

Dear Affiliate Member of PCBL:

As you know, being an "Affiliate Member" of PCBL provides your local Friends organization with two highly important and valuable tax benefits:

1. Through PCBL's IRS Group Determination Letter, your group is recognized as a 501(c)3 tax exempt charitable organization. This enables your individual, corporate, foundation and vendor donors to take a tax deduction for their contributions to you.
2. Through a similar letter from the Pennsylvania Department of Revenue, your group is exempt from paying Pennsylvania sales tax on any items you purchase for your group.

Every year PCBL must prepare and submit a consolidated IRS 990 tax return based on your prior year-end financial statements. Because we have over 90 Affiliate member organizations, we have retained an outside accounting firm to prepare the 990.

New this year are two supplemental forms. One is a simple checklist suggested by our accountant. The other is a two page form required by the IRS. Please allow additional time to complete this paperwork.

Your deadline to submit the 990 forms and supplemental information is February 28, 2010.

Your deadline for paying the annual Affiliate dues of \$75 is February 28 for the 2010 membership year.

If you have any questions about your annual report, please do not hesitate to call. We will be more than happy to discuss them with you. The mailing address for your year end report and dues payment is:

PCBL
P.O. BOX 752
CAMP HILL, PA 17001

Yours truly,

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