

Nonprofit Compliance Checklist

For churches and Christian nonprofits in Texas. Keep it with your board records and walk through it at your annual meeting.

ONCE

☐ **Apply for Texas tax exemption**

- 501(c)(3) nonprofits send Form AP-204 to the Texas Comptroller with a copy of your IRS determination letter. Make sure the name on the letter matches your certificate of formation.
- Once approved, your exemption shows in the Comptroller's Texas Tax-Exempt Entity Search.

CHURCHES Use Form AP-209 instead. You don't need a federal exemption to qualify.

☐ **Adopt a conflict of interest policy**

- Adopt it by board resolution and record it in the minutes. The IRS sample in Appendix A of the Form 1023 instructions is a good start.

EVERY YEAR

☐ **File your IRS annual return**

- Gross receipts normally \$50,000 or less: Form 990-N, the e-Postcard.
- Receipts under \$200,000 and assets under \$500,000: Form 990-EZ or the full 990.
- Larger than that: Form 990.
- Due the 15th day of the 5th month after your year ends (May 15 for a calendar year).

Why it matters: three years in a row without filing, and the IRS automatically revokes your exemption.

CHURCHES Churches don't file a 990.

☐ **Hold your annual board meeting**

- Check your bylaws for how often you meet, how much notice directors get, what counts as a quorum, and what the annual meeting must approve (often the budget).
- Collect each director's signed conflict of interest disclosure.
- Confirm your registered agent and registered office on file with the Secretary of State.

☐ **Keep your board roster current**

- List each director and officer with the date their term starts and ends. Hold elections before terms run out; expired terms can put votes in question.

☐ **Keep minutes**

- At every board meeting, record who attended, what was decided, and how votes went.
- Keep minutes, financial records, and filed forms with your permanent records.

☐ **Acknowledge gifts of \$250 or more**

- In writing: your organization's name, the amount (or a description, not a value, of a non-cash gift), and whether the donor received anything in return.
- Best practice: thank every donor, whatever the size of the gift.

WHEN TEXAS ASKS

☐ **File the periodic report (Form 802)**

- The Secretary of State may request it from a nonprofit corporation, not more than once every four years, whatever its tax status. It confirms your registered agent, registered office, officers, and directors.
- File within 30 days of the notice. Miss it, and the corporation forfeits its right to transact business in Texas.
- Keep your registered agent and office current so the notice reaches you.

AT ALL TIMES

Protect your 501(c)(3) status

- Don't campaign for or against candidates for public office.
- Keep lobbying a small part of what you do, never a substantial one.
- Never let earnings benefit insiders. Money and assets serve the mission, not board members, officers, or their families.

Sources, checked October 2026. IRS: Form 990-N; Form 990 series filing thresholds; Annual return, who must file; Automatic revocation of exemption; Charitable contributions, written acknowledgments; Exemption requirements for 501(c)(3) organizations; Instructions for Form 1023, Appendix A. Texas Comptroller: Exemption forms; Religious organizations. Texas Secretary of State: Nonprofit corporation FAQs (BOC §22.357, §22.360).

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