

Checklist for Preparing Form 990PF

1. Did the Foundation make quarterly estimated tax payments during tax/calendar year?
2. Did the Foundation file an extension using Form 8868, Application for Extension of Time to File an Exempt Organization Return? Was a payment required to be filed with extension?
3. Have all Schedule K-1's/tax information been received from funds? Have they been reviewed? See procedure for Reviewing Schedule K-1s.
4. Did the Foundation qualify for the 1% tax rate?
5. Was there a prior year overpayment? Has it been applied to the current year return?
6. Is there an overpayment? Determine how much will be credited to the next year and if any remaining amount will be refunded.
7. Have all boxes been checked and questions answered in Part VII-A, Statement Regarding Activities? Has appropriate documentation been attached to the return based on the answers?
8. Have all boxes been checked and questions answered in Part VII-B, Statements Regarding Activities for Which Form 4720 May Be Required? Has appropriate documentation been attached to the return based on the answers?
9. Do the totals on the grant listings tie to the amounts in Part XV, Supplementary Information – Grants and Contributions Paid During the Year or Approved for Future Payment?
10. Have all questions been answered in Part XVII, Information Regarding Transfers To and Transactions and Relationships With Noncharitable Exempt Organizations?
11. Has a copy of the extension(s) been included?
12. Has the Controller, Vice President for Finance, Deloitte Tax LLP representative, and Foley and Lardner representative reviewed the return?
13. Has the Foundation's President and CEO and Deloitte Tax LLP representative signed the return?
14. Did the Foundation receive contributions during the year? If so, is Schedule B, Schedule of Contributors, completed and attached?
15. Has Form 2220, Underpayment of Estimated Tax by Corporations, been attached to return? If so, be sure the box is checked in Part VI, Line 8.
16. Have all necessary additional forms been attached to the Form 990PF?
17. Is the election for undistributed income signed by President and CEO and attached to return, if applicable?
18. Are expenditure accounting reports attached?
19. Is the grants paid listing attached? Are the grants with expenditure accounting responsibility identified? Are all grantee addresses and grant purposes included and complete?
20. Is the grants approved for future payment listing attached?
21. Are realized gain/loss schedules attached?
22. Has an original been sent to the IRS by certified mail/return receipt?
23. Has an original been sent to the Wisconsin Attorney General by certified mail/return receipt?
24. Has an original been sent to Deloitte Tax LLP?
25. Has an original been retained by the Foundation and a PDF file saved on the network?