



Proudly Serving the Community Since 1872

MAINTAINING A NONPROFIT ORGANIZATION IN ARKANSAS

ANNUAL/ONGOING COMPLIANCE INSTRUCTIONS

FEDERAL

- File IRS Form 990/990-EZ/990-N** Due 4.5 months after the end of organization's fiscal year (e.g., May 15 for calendar year nonprofits). Missing three consecutive years results in automatic loss of tax-exempt status.
 - [IRS Form 990](#)
- Provide Donor Acknowledgements (\$250+ Gifts)** IRS requires written acknowledgement letter for all donations of \$250 or more. This letter should include:
 - Donation amount
 - Date
 - Statement of whether any goods or services were provided in exchange
 - Description of non-cash contribution (not the value)
- File IRS Form 8822-B (If changes occur)** File within 60 days if your organization changes its "responsible party" such as the president or executive director, mailing address, or other key information
[IRS Form 8822-B](#)

ARKANSAS (STATE)

- File Arkansas Nonprofit Annual Report (Due August 1)** Required by the Secretary of State to keep your corporate record current with names or officers, directors, and registered agent
 - [AR SOS Annual Report](#)
- Renew Charitable Solicitation Registration** If the nonprofit fundraises, file Form CR-03 and a copy of the IRS Form 990 within 180 days after fiscal year end. Larger organizations may also need a CPA review or audit.
 - [AR SOS Annual Report](#)
- File AR Sales/Use Tax Returns (If registered)** If the organization sells goods, charge event admissions, or otherwise holds a sales tax permit, file and remit returns (monthly or quarterly as assigned)
 - [DFA Sales and Use Tax Forms](#)
- File Payroll and Withholding Taxes (If employees)** Withhold and remit state and federal payroll taxes on schedule. Register for Arkansas unemployment insurance contributions as well.

LOCAL / PRACTICAL

- Renew Municipal Business License (If required)** Many cities and counties in Arkansas require nonprofits to maintain an annual business or privilege license. Check with your local jurisdiction for deadlines.
- Update Bank Signatories** Each year, review and update your bank signature cards to reflect current officers or board-authorized signers. This task often requires a new board resolution.
- Review Grant Submission Timelines** At the beginning of the year, confirm deadlines for grant proposals and reporting obligations. Create a calendar so opportunities are not missed.

GOVERNANCE & OVERSIGHT

- Hold Regular Board Meetings and Annually Review Bylaws** Meet as often as required in organization's bylaws and review the bylaws each year for continued relevance.
- Maintain Board Minutes, Bylaws, and Agreements** Document every board meeting, record decisions, and require annual conflict-of-interest disclosures and confidentiality agreements from board members
- Conduct Annual Review of Organizational Policies** Update policies (conflict-of-interest, whistleblower, document retention, financial controls, etc.) to reflect best practices and legal requirements
- Update Secretary of State on Changes** Promptly file updates, if changes are made to officers, directors, or registered agent in order to keep the nonprofit in good standing.
 - [AR SOS Nonprofit Forms](#)
- Maintain Insurance and Compliance with Vendors** Review insurance coverage (general liability, directors and officers (D&O), property, workers' compensation, etc.) annually. Ensure all contracts and vendor relationships remain compliant and current.

FIRSTNB has proudly partnered with nonprofits since 1872, and we remain committed to your success today. No matter where your organization is in its journey, our team is here to guide, support, and walk alongside you. Together, we can help your mission thrive.

The information provided in this document is furnished by First National Bank of Fort Smith Trust & Wealth Management for general information and educational purposes. Organizations are strongly encouraged to consult with qualified legal counsel and tax advisors when establishing and maintaining a nonprofit entity.

NONPROFITS@FNBFS.COM | 479.788.4635 | WWW.FNBFS.COM

BUILD

MANAGE

PROTECT

TRANSITION

Trust services provided by First National Bank of Fort Smith. Investments are not deposits and not guaranteed by First National Bank or its affiliates. Trust investments are not FDIC insured or guaranteed by any government agency and may go down in value.