



Procedures for closing down a Booster Club

Please follow the steps below to shut down your booster club formally. Failure to follow these steps may result in fines or penalties with certain entities. Thank you!

Campus

- Sponsor/Coach:** Please visit with your principal or program coordinator before closing a club.
- Parents:** Please ensure the principal and sponsor/coach approve the closure.

Bank

- If your club still has members, make a motion in your last booster club meeting to close down the club. Those who sign on your bank account will need these minutes to close your bank account. If you do not have members remaining, then advise the bank that the club has become insupportable due to lack of participation and have the signers close the bank account.
- You have 30 days from the date of closure to withdraw funds. Make the cashier's check payable to CCISD or your campus and mail or deliver the proceeds to the campus bookkeeper. The funds will be applied to your student's program Activity Fund Account (i.e., band, debate, FFA, athletics, etc.)

Club Documents

- Per the Secretary of State of Texas, you have 30 days from the day of closure to return all club documents to the Program Sponsor or Coach. Materials include but are not limited to bank statements, tax filings (IRS and State), membership records, meeting minutes, officer folders.

Internal Revenue Service

- If you are a club in good standing and with gross receipts of less than \$50,000, you may file a FINAL Form 990-N (e-Postcard) and click the box "**Terminated**" in the upper left-hand corner of the form. The filing will terminate your EIN and close your tax-filing obligation with the IRS. The 990-N is an electronic form and can be retrieved [here](#).
- If your club has been **revoked** for failure to file taxes for three consecutive years, call the IRS and notify them that you have disbanded (877-829-5500).
 - By placing the call, you will remove the requirement to file a [Form 1120 \(US Corporate Tax Return\)](#).

Texas Comptrollers Office

- If you have a Sales Tax Permit, login to [WebFile](https://comptroller.texas.gov) on the State of Texas Comptroller's Website <https://comptroller.texas.gov> or call (800-252-1381) to see if outstanding Sales & Use Tax or Franchise Tax forms are current.
 - ***Failure to pay outstanding taxes will prohibit the closure of the group, and your school will have to pay taxes from their Activity Fund.***
- File and pay any remaining taxes that are due.
- If you call, ensure you file forms in the ***specific order the state instructs.***
- Once all outstanding forms have been filed, and all balances paid, you may submit [Form 05-359 Request for Certificate of Account Status to Terminate a Taxable Entity's Existence in Texas or Registration.](#)
 - In Section B, check "Termination." Sign and mail to the address listed on the form
- Please maintain a copy for your club's files.

CCISD

- After completing the above two steps, please notify Julie Smith, Internal Auditor of your club's closure via email: gmlopez@ccisd.net I will remove your name from my database and will send a letter to the IRS to remove you from our Support Group.

Further questions - please contact:

Geri Lopez, CFE
District Auditor
Clear Creek ISD
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Phone: 281-284-0184