

ABBYY



ABBYY Vantage

Form 990 Document Skill Guide

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About ABBYY Vantage


ABBYY Vantage is a comprehensive Content Intelligence platform that provides AI-powered cognitive services and pre-trained and trainable skills that can "understand" business documents and extract actionable data and insights.

This no-code / low-code platform makes today's digital worker and processes smarter and empowers the new citizen developer to accelerate digital transformation initiatives and expand automation to new processes in a fast and simple way, making an immediate impact on business results and customer experience.

Types of documents that can be processed with Vantage

Vantage is capable of processing structured, semi-structured, and unstructured documents in a variety of input formats and languages.

- **Structured documents** are documents which always include the exact type of information in the exact same locations. One example of structured documents are pre-formatted forms.
- **Semi-structured documents** are documents which generally include the same or similar information, but in each document the location, size, and number of fields may vary from document to document. Examples of semi-structured documents are bills, payment orders, and invoices.
- **Unstructured documents** are documents which consist of continuous text. Required information is usually located inside a sentence that can be on any page of the document. Examples of unstructured documents are contracts, lease agreements, and e-mail messages.

 **Note:** Use Advanced Designer to create skills for extracting data from unstructured documents.

The Vantage platform comes with a set of built-in skills, which can extract data from certain document types out-of-the-box (i.e. invoices, purchase orders, receipts, bills of lading, delivery notes). These skills can be adjusted according to specific requirements and further trained based on customer-specific documents.

Vantage users have also the option to design and train a completely new Document skill, Classification skill, and/or Process skill based on their own document set.

Form 990, Return of Organization Exempt From Income Tax - Document Skill

The **Form 990, Return of Organization Exempt From Income Tax** skill extracts data from Forms 990. Form 990 is an informational tax form that most tax-exempt organizations must file annually, providing an overview of the organization's activities and governance, as well as detailed financial information.

The Form 990, Return of Organization Exempt From Income Tax skill is a production skill. It has been fully trained on a large document set and provides high accuracy of data identification and extraction. The skill is ready to be used in production and does not require further training on your specific documents.

Countries and Languages

| Countries | Languages |
|-----------|-----------|
| USA | English |

Extracted Fields

| Field | Description | |
|---|--|--|
| Year | The year when the form was revised. | |
| Box A - Calendar Year | Accounting period. The document can be issued either for a calendar year or for a specific period. If a period is specified, this period is extracted; otherwise, the accounting period is assumed to be equal to the calendar year. | |
| Box A - Tax Year Beginning | | |
| Box A - Tax Year Ending | | |
| Box B - Check if Applic able | Address Change | Indicates if the organization changed its address. |
| | Name Change | Indicates if the organization changed its legal name. |
| | Initial Return | Indicates that the organization is filing a Form 990 for the first time and has not previously filed Forms 990-EZ, 990-PF, 990-T, or 990-N. |
| | Final Return | Indicates if the organization has terminated its existence or ceased to be an organization. |
| | Amended Return | Indicates if the organization previously filed a return with the IRS for a tax year and is now filing another return for the same tax year to amend the previously filed return. |
| Application Pending | Indicates if the organization either has filed a Form 1023, 1023-EZ, 1024, or 1024-A with the IRS and is awaiting a response, or claims tax-exempt status under section 501(a) but hasn't filed a Form 1023, 1023-EZ, 1024, or 1024-A to be recognized by the IRS as tax exempt. | |
| Box C - Name of Organization | The legal name of the organization. | |

| Field | Description |
|--|--|
| Box C - Doing Business as | The alternate name of the organization, if the organization operates under a name different from its legal name. |
| Box C - Number and Street | The number and street of the organization. If the organization receives its mail in care of a third party (such as an accountant or an attorney), the street address line will have the letters "C/O" followed by the third party's name and street address or P.O. box. |
| Box C - Room or Suite | The suite, room, or other unit number of the organization. |
| Box C - City State ZIP Code | The organization's foreign address (city or town, state or province, country, and ZIP or foreign postal code). |
| Box D - Employer Identification Number | Employer identification number (EIN). |
| Box E - Telephone Number | The telephone number of the organization. |
| Box F - Name and Address of Principal Officer | The name and address of the principal officer. |
| Box G - Gross Receipts | The total amount of gross receipts. |
| Box H(a) - Group Return for Subordinates (checkmark group) | <p>Indicates if this is a group return for subordinates. Possible values:</p> <ul style="list-style-type: none"> • Yes • No <p>If No is selected, Box H(b) should be empty.</p> |
| Box H(b) - All Subordinates Included (checkmark group) | <p>Indicates if all subordinates are included. Possible values:</p> <ul style="list-style-type: none"> • Yes • No |
| Box H(c) - Group Exemption Number | The group exemption number. |
| Box I - Tax- Exem | <p>501(c)(3)</p> <p>The tax-exempt status.</p> |

| Field | | Description |
|--|----------------------------|--|
| pt Statu s | 501(c)(other) | |
| | 501(c)(other) Number | |
| | 4947(a)(1) | |
| | 527 | |
| Box J - Website | | The website of the organization. |
| Box K - Form of Organ ization | Corporation | The form of the organization or its status under state law in its state of legal domicile. |
| | Trust | |
| | Association | |
| | Other | |
| | Other Form of Organization | |
| Box L - Year of Formation | | The year in which the organization was legally created under state or foreign law. If a corporation, contains the year of incorporation. |
| Box M - State of Legal Domicile | | <p>For a corporation, the state of incorporation (country of incorporation for a foreign corporation formed outside the United States).</p> <p>For a trust or other entity, the state whose law governs the internal affairs of the organization (or the foreign country whose law governs for a foreign organization other than a corporation).</p> |
| Part I (Summary) | | |
| Box 1 - Organization Mission | | The mission of the organization. |
| Box 2 - Organization Discontinued Its Operations | | Indicates if the organization discontinued its operations or disposed of more than 25% of its net assets. |
| Box 3 - Number of Voting Members | | The number of voting members of the governing body (Part VI , field Box 1a). |
| Box 4 - Number of Independent Voting Members | | The number of independent voting members of the governing body (Part VI , |

| Field | Description |
|---|---|
| | field Box 1b - Number of Independent Voting Members). |
| Box 5 - Total Number of Individuals Employed | The total number of individuals employed in the given calendar year (Part V , field Box 2a - Number of Employees Reported on Form W-3). |
| Box 6 - Total Number of Volunteers | The total number of volunteers. |
| Box 7a - Total Unrelated Business Revenue | The total unrelated business revenue from Part VIII , column (C), field Box 12 - Total Revenue - Unrelated Business Revenue . |
| Box 7b - Net Unrelated Business Taxable Income | Net unrelated business taxable income from Form 990-T, line 39. |
| Box 8 - Contributions and Grants - Prior Year | Contributions and grants (Part VIII , field Box 1h - Total) for the prior year. |
| Box 8 - Contributions and Grants - Current Year | Contributions and grants (Part VIII , field Box 1h - Total) for the current year. |
| Box 9 - Program Service Revenue - Prior Year | Program service revenue (Part VIII , field Box 2g - Total) for the prior year. |
| Box 9 - Program Service Revenue - Current Year | Program service revenue (Part VIII , field Box 2g - Total) for the current year. |
| Box 10 - Investment Income - Prior Year | Investment income (Part VIII , fields Box 3 - investment income - total revenue , Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Total Revenue , Box 7d - Net Gain or (Loss) - Total Revenue) for the prior year. |
| Box 10 - Investment Income - Current Year | Investment income (Part VIII , fields Box 3 - investment income - total revenue , Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Total Revenue , Box 7d - Net Gain or (Loss) - Total Revenue) for the current year. |
| Box 11 - Other Revenue - Prior Year | Other revenue (Part VIII , Column (A), fields Box 5 - Royalties - Total Revenue , Box 6d - Net Rental Income or (Loss) - Total Revenue , Box 8c - Net Income or (Loss)) |

| Field | Description |
|--|--|
| | <p>from Fundraising Events - Total Revenue, Box 9c - Net Income or (Loss) from Gaming Activities - Total Revenue, Box 10c - Net Income or (Loss) from Sales of Inventory - Total Revenue, Box 11e - Total - Total Revenue) for the prior year.</p> |
| <p>Box 11 - Other Revenue - Current Year</p> | <p>Other revenue (Part VIII, fields Box 5 - Royalties - Total Revenue, Box 6d - Net Rental Income or (Loss) - Total Revenue, Box 8c - Net Income or (Loss) from Fundraising Events - Total Revenue, Box 9c - Net Income or (Loss) from Gaming Activities - Total Revenue, Box 10c - Net Income or (Loss) from Sales of Inventory - Total Revenue, Box 11e - Total - Total Revenue) for the current year.</p> |
| <p>Box 12 - Total Revenue - Prior Year</p> | <p>The total revenue: the sum of the fields Box 8 - Contributions and Grants - Prior Year through Box 11 - Other Revenue - Current Year for the prior year.</p> |
| <p>Box 12 - Total Revenue - Current Year</p> | <p>The total revenue: the sum of the fields Box 8 - Contributions and Grants - Prior Year through Box 11 - Other Revenue - Current Year for the current year.</p> |
| <p>Box 13 - Grants Paid - Prior Year</p> | <p>Grants and similar amounts paid (Part IX, column (A), fields Box 1 - Assistance to Domestic Organizations - Total Expenses through Box 3 - Assistance to Foreign Organizations - Total Expenses) for the prior year.</p> |
| <p>Box 13 - Grants Paid - Current Year</p> | <p>Grants and similar amounts paid (Part IX, column (A), fields Box 1 - Assistance to Domestic Organizations - Total Expenses through Box 3 - Assistance to Foreign Organizations - Total Expenses) for the current year.</p> |
| <p>Box 14 - Benefits Paid - Prior Year</p> | <p>Benefits paid to or for members (Part IX, column (A), field Box 4 - Benefits Paid to</p> |

| Field | Description |
|--|---|
| | or for Members - Total Expenses) for the prior year. |
| Box 14 - Benefits Paid - Current Year | Benefits paid to or for members (Part IX, column (A), field Box 4 - Benefits Paid to or for Members - Total Expenses) for the prior year. |
| Box 15 - Salaries - Prior Year | Salaries, other compensation, employee benefits (Part IX, column (A), fields Box 5 - Compensation of Current Officers - Total Expenses through Box 10 - Payroll Taxes - Total Expenses) for the prior year. |
| Box 15 - Salaries - Current Year | Salaries, other compensation, employee benefits (Part IX, column (A), fields Box 5 - Compensation of Current Officers - Total Expenses through Box 10 - Payroll Taxes - Total Expenses) for the current year. |
| Box 16a - Professional Fundraising Fees - Prior Year | Professional fundraising fees (Part IX, column (A), field Box 11e - Fees for Professional Fundraising Services - Total Expenses) for the prior year. |
| Box 16a - Professional Fundraising Fees - Current Year | Professional fundraising fees (Part IX, column (A), field Box 11e - Fees for Professional Fundraising Services - Total Expenses) for the current year. |
| Box 16b - Total Fundraising Expenses | Total fundraising expenses (Part IX, column (D), field Box 25 - Total Functional Expenses - Fundraising Expenses). |
| Box 17 - Other Expenses - Prior Year | Other expenses (Part IX, column (A) fields Box 11a - Fees for Management Services - Total Expenses through Box 11d - Fees for Lobbying Services - Total Expenses , Box 11f - Investment Management Fees - Total Expenses through Box 24e - Other Expenses) for the prior year. |

| Field | Description |
|--|--|
| Box 17 - Other Expenses - Current Year | Other expenses (Part IX , column (A) fields Box 11a - Fees for Management Services - Total Expenses through Box 11d - Fees for Lobbying Services - Total Expenses , Box 11f - Investment Management Fees - Total Expenses through Box 24e - Other Expenses) for the current year. |
| Box 18 - Total Expenses - Prior Year | The total expenses: the sum of the fields Box 13 - Grants Paid - Prior Year through Box 17 - Other Expenses - Current Year for the prior year. |
| Box 18 - Total Expenses - Current Year | The total expenses: the sum of the fields Box 13 - Grants Paid - Prior Year through Box 17 - Other Expenses - Current Year for the current year. |
| Box 19 - Revenue Less Expenses - Prior Year | Revenue less expenses: subtraction of the Box 18 - Total Expenses - Current Year field from the Box 12 - Total Revenue - Prior Year field for the prior year. |
| Box 19 - Revenue Less Expenses - Current Year | Revenue less expenses: subtraction of the Box 18 - Total Expenses - Current Year field from the Box 12 - Total Revenue - Prior Year field for the current year. |
| Box 20 - Total Assets - Beginning of Current Year | The total assets (Part X , field Box 16 - Total Assets - Beginning of Year) for the beginning of the current year. |
| Box 20 - Total Assets - End of Year | The total assets (Part X , field Box 16 - Total Assets - Beginning of Year) for the end of the year. |
| Box 21 - Total Liabilities - Beginning of Current Year | The total liabilities (Part X , field Box 26 - Total Liabilities - Beginning of Year) for the beginning of the current year. |
| Box 21 - Total Liabilities - End of Year | The total liabilities (Part X , field Box 26 - Total Liabilities - Beginning of Year) for the end of the year. |
| Box 22 - Net Assets - Beginning of Current Year | Net assets or fund balances: subtraction of the Box 21 - Total Liabilities - Beginning |

| Field | | Description |
|---|----------------|---|
| | | of Current Year field from the Box 20 - Total Assets - Beginning of Current Year field for the beginning of the current year. |
| Box 22 - Net Assets - End of Year | | Net assets or fund balances: subtraction of the Box 21 - Total Liabilities - End of Year from the Box 20 - Total Assets - End of Year field for the end of the year. |
| Part II (Signature block) | | |
| Office r Infor matio n | Name and Title | Signature block. Must be signed by the current president, vice president, treasurer, assistant treasurer, chief accounting officer, or other corporate officer (such as a tax officer) who is authorized to sign as of the date this return is filed. |
| | Date | |
| Prepa rer Infor matio n | Name | |
| | Date | |
| | Self-Employed | |
| | PTIN | |
| | Firm's Name | |
| | Firm's EIN | |
| | Firm's Address | |
| Phone Number | | |
| IRS May Discuss This Return with the Prepare | | |
| Part III (Statement of program service accomplishments) | | |
| Schedule O Contains a Response | | Indicates if Schedule O contains a response or note to any field in Part III. |
| Box 1 - Description of Organization's Mission | | The mission of the organization. |
| Box 2 - Organization Undertook Significant Program Services | | Indicates if the organization undertook any new significant program services during the year which were not listed on the prior Form 990 or 990-EZ. |

| Field | | Description |
|---|-------------|---|
| Box 3 - Organization Ceased Conducting | | Indicates if the organization ceased conducting, or made significant changes in how it conducts, any program services. |
| Box 4 - Organ izatio n's Progr am Servi ce Acco mplis hment s | Code | The table describes the organization's accomplishments for three largest program services. |
| | Expenses | |
| | Revenue | |
| | Description | <p>Columns:</p> <ul style="list-style-type: none"> • Code — the code of the program service • Expenses — total expenses included on Part IX, field Box 25 - Total Functional Expenses - Program Service Expenses, and total grants and allocations (if any) included within such total expenses that were reported on Part IX, fields Box 1 - Assistance to Domestic Organizations - Program Service Expenses, Box 2 - Assistance to Domestic Individuals - Program Service Expenses, Box 3 - Assistance to Foreign Organizations - Program Service Expenses • Revenue — any revenue derived directly from the activity, such as fees for services or from the sale of goods that directly relate to the listed activity • Description — description of the program service |
| Box 4d - Other Program Services | | The other program services of the organization. |
| Box 4e - Total Program Service Expenses | | The total program service expenses. |
| Part IV (Checklist of required schedules) | | |
| Box 1 - Organization is Described in Section 501(c)(3) or 4947(a)(1) | | A checklist of required schedules. |
| Box 2 - Organization is Required to Complete Schedule B | | Possible values for each field: Yes or No . |

| Field | Description |
|---|-------------|
| Box 3 - Organization Engaged in Direct or Indirect Political Campaign Activities | |
| Box 4 - Organization Engaged in Lobbying Activities | |
| Box 5 - Organization Receives Membership Dues | |
| Box 6 - Organization Maintained Donor Advised Funds | |
| Box 7 - Organization Received or Held a Conservation Easement | |
| Box 8 - Organization Maintained Collections of Works of Art or Historical Treasures | |
| Box 9 - Organization Reported an Amount in Part X Line 21 | |
| Box 10 - Organization Held Assets in Any Endowments | |
| Box 11a - Organization Reported an Amount for Land Buildings and Equipment | |
| Box 11b - Organization Reported an Amount for Investments in Part X Line 12 | |
| Box 11c - Organization Reported an Amount for Investments in Part X Line 13 | |
| Box 11d - Organization Reported an Amount for Other Assets in Part X Line 15 | |
| Box 11e - Organization Reported an Amount for Other Liabilities in Part X Line 25 | |
| Box 11f - Financial Statements for Tax Year Included a Liability Footnote | |
| Box 12a - Organization Obtained Separate Independent Audited Financial Statements | |
| Box 12b - Organization was Included in Consolidated Financial Statements | |
| Box 13 - Organization is a School | |
| Box 14a - Organization Maintained Employees Outside of the US | |
| Box 14b - Organization Had Aggregate Foreign Investments Valued at \$100000 or More | |

| Field | Description |
|--|-------------|
| Box 15 - Organization Reported More than \$5000 of Grants for Foreign Organization | |
| Box 16 - Organization Reported More than \$5000 of Assistance for Foreign Individuals | |
| Box 17 - Organization Reported More than \$15000 for Professional Fundraising Services | |
| Box 18 - Organization Reported More than \$15000 Total of Fundraising Event Gross Income | |
| Box 19 - Organization Reported More than \$15000 of Gross Income from Gaming Activities | |
| Box 20a - Organization Operated One or More Hospital Facilities | |
| Box 20b - Organization Attached a Copy of Its Audited Financial Statements | |
| Box 21 - Organization Reported More than \$5000 of Assistance to Domestic Organization | |
| Box 22 - Organization Reported More than \$5000 of Assistance to Domestic Individuals | |
| Box 23 - Organization Answered Yes to Part VII Section A line 3 4 or 5 | |
| Box 24a - Organization Had a Tax-Exempt Bond Issue of More than \$100000 | |
| Box 24b - Organization Invested Proceeds of Tax-Exempt Bonds | |
| Box 24c - Organization Maintained an Escrow Account to Defeas Tax-Exempt Bonds | |
| Box 24d - Organization Acted as an on Behalf of Issuer for Bonds Outstanding | |
| Box 25a - Organization Engaged in an Excess Benefit Transaction During the Year | |
| Box 25b - Organization Engaged in an Excess Benefit Transaction in a Prior Year | |

| Field | Description |
|---|-------------|
| Box 26 - Organization Reported Amount on Part X Line 5 or 22 | |
| Box 27 - Organization Provided a Grant to Current or Former Officer | |
| Box 28a - Organization was a Party to a Business Transaction with an Officer | |
| Box 28b - Organization was a Party to a Business Transaction with a Family Member | |
| Box 28c - Organization was a Party to a Business Transaction with a 35% Controlled Entity | |
| Box 29 - Organization Received More than \$25000 in Non-Cash Contributions | |
| Box 30 - Organization Received Contributions of Art or Historical Treasures | |
| Box 31 - Organization Liquidated Terminated or Dissolved and Ceased Operations | |
| Box 32 - Organization Sold Exchanged or Transferred More than 25% of Its Net Assets | |
| Box 33 - Organization Owned 100% of an Entity Disregarded as Separate from Organization | |
| Box 34 - Organization was Related to Tax-Exempt or Taxable Entity | |
| Box 35a - Organization Had a Controlled Entity | |
| Box 35b - Organization Received Payment from a Controlled Entity | |
| Box 36 - Organization Made Transfers to an Exempt Non-Charitable Related Organization | |
| Box 37 - Organization Conducted More than 5% of Activities through a not Related Entity | |
| Box 38 - Organization Completed Schedule O | |
| Part V (Statements regarding other IRS filings and tax compliance) | |

| Field | Description |
|--|---|
| Schedule O Contains a Response | Indicates if Schedule O contains a response or note to any field in Part V. |
| Box 1a - Number Reported in Box 3 of Form 1096 | <p>A checklist of statements regarding other IRS filings and tax compliance. Possible values for checkmark groups: Yes or No.</p> <p>Description of the fields with types <i>Number, Text</i> or <i>Money</i>:</p> <ul style="list-style-type: none"> • Box 1a - Number Reported in Box 3 of Form 1096. The number reported in Box 3 of Form 1096. If not applicable, the number is 0. • Box 1b - Number of Forms W-2G Included in Line 1a. The number of Forms W-2G included in field Box 1a - Number Reported in Box 3 of Form 1096. If not applicable, the number is 0. • Box 2a - Number of Employees Reported on Form W-3. The number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. • Box 4b - Name of the Foreign Country. The name of the foreign country (must be filled, if the value of the Box 4a - Organization Had an Interest in a Financial Account in a Foreign Country field is Yes). • Box 7d - Number of Forms 8282 Filed During the Year. The number of Forms 8282 filed during the year (must be filled, if the value of the Box 7c - Organization Disposed of Tangible Personal Property to File Form 8282 field is Yes). • Box 10a - Initiation Fees and Capital Contributions Included on Part VIII |

| Field | Description |
|---|---|
| Box 1b - Number of Forms W-2G Included in Line 1a | <p>Line 12. The initiation fees and capital contributions included on Part VIII, Line 12.</p> <ul style="list-style-type: none"> • Box 10b - Gross Receipts Included on Form 990 Part VIII Line 12. The gross receipts included on Form 990 Part VIII Line 12. • Box 11a - Gross Income from Members or Shareholders. Gross income from members or shareholders. • Box 11b - Gross Income from Other Sources. Gross income from other sources. • Box 12b - Amount of Tax-Exempt Interest. The amount of tax-exempt interest received or accrued during the year (must be filled, if the value of Box 12a - Organization is Filing Form 990 in Line of Form 1041 is Yes). • Box 13b - Amount of Reserves the Organization is Required to Maintain. The amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. • Box 13c - Amount of Reserves on Hand. The amount of reserves on hand. |
| Box 1c - Organization Complied with Backup Withholding Rules | |
| Box 2a - Number of Employees Reported on Form W-3 | |
| Box 2b - Organization Filed All Required Federal Employment Tax Returns | |
| Box 3a - Organization Had Unrelated Business Gross Income of \$1,000 | |
| Box 3b - Organization has Filed a Form 990-T for This Year | |
| Box 4a - Organization Had an Interest in a Financial Account in a Foreign Country | |
| Box 4b - Name of the Foreign Country | |
| Box 5a - Organization was a Party to a Prohibited Tax Shelter Transaction | |
| Box 5b - Taxable Party Notified Organization about Prohibited Tax Shelter Transaction | |
| Box 5c - Organization Filed Form 8886-T | |
| Box 6a - Organization Had Annual Gross Receipts Greater than \$100,000 | |
| Box 6b - Organization Had Statement that Contributions Were not Tax Deductible | |
| Box 7a - Organization Received a Payment in Excess of \$75 | |
| Box 7b - Organization Notified the Donor of the Value of the Goods | |
| Box 7c - Organization Disposed of Tangible Personal Property to File Form 8282 | |
| Box 7d - Number of Forms 8282 Filed During the Year | |
| Box 7e - Organization Received Funds to Pay Premiums on a Personal Benefit Contract | |
| Box 7f - Organization Paid Premiums on a Personal Benefit Contract | |

| Field | Description |
|--|-------------|
| Box 7g - Organization Filed Form 8899 | |
| Box 7h - Organization File a Form 1098-C | |
| Box 8 - Donor Advised Fund Had Excess Business Holdings | |
| Box 9a - Sponsoring Organization Made Taxable Distributions under Section 4966 | |
| Box 9b - Sponsoring Organization Made a Distribution to a Donor | |
| Box 10a - Initiation Fees and Capital Contributions Included on Part VIII Line 12 | |
| Box 10b - Gross Receipts Included on Form 990 Part VIII Line 12 | |
| Box 11a - Gross Income from Members or Shareholders | |
| Box 11b - Gross Income from Other Sources | |
| Box 12a - Organization is Filing Form 990 in Lieu of Form 1041 | |
| Box 12b - Amount of Tax-Exempt Interest | |
| Box 13a - Organization Licensed to Issue Qualified Health Plans in More than One State | |
| Box 13b - Amount of Reserves the Organization is Required to Maintain | |
| Box 13c - Amount of Reserves on Hand | |
| Box 14a - Organization Received Payments for Indoor Tanning Services | |
| Box 14b - Organization Filed a Form 720 | |
| Box 15 - Organization is Subject to the Section 4960 | |
| Box 16 - Organization is an Educational Institution Subject to the Section 4968 | |
| Box 17 - Trust Engaged in Activities that would Result in Imposition of Excise Tax | |
| Part VI (Governance, management and disclosure) | |

| Field | Description |
|--|---|
| Schedule O Contains a Response | Indicates if Schedule O contains a response or note to any field in Part VI. |
| Box 1a - Number of Voting Members of the Governing Body at the End of the Tax Year | The number of voting members of the governing body at the end of the tax year. |
| Box 1b - Number of Independent Voting Members | The number of independent voting members. |
| Box 2 - Officer Has Family or Business Relationship with Other Officer | A checklist of statements regarding the governing body and management. Possible values for checkmark groups: Yes or No . |
| Box 3 - Organization Delegated Control over Management Duties | |
| Box 4 - Organization Made Significant Changes to Its Governing Documents | |
| Box 5 - Organization Became Aware of a Significant Diversion of the Organization's Assets | |
| Box 6 - Organization Had Members or Stockholders | |
| Box 7a - Organization Had Members who Had the Power to Elect Members of the Governing Body | |
| Box 7b - Governance Decisions are Reserved to Members Other than the Governing Body | |
| Box 8a - Organization Documented the Meetings Undertaken by the Governing Body | |
| Box 8b - Organization Documented the Meetings Undertaken by Each Committee with Authority | |
| Box 9 - There is Officer who Cannot be Reached at the Organization's Mailing Address | |
| Box 10a - Organization Had Local Chapters | A checklist of statements regarding policies. |
| Box 10b - Organization Had Written Policies Governing the Activities of Such Chapters | |
| Box 11a - Organization Provided a Complete Copy to All Members of Its Governing Body | Possible values for checkmark groups: Yes or No . |
| Box 12a - Organization Had a Written Conflict of Interest Policy | |

| Field | Description | |
|--|---|--|
| Box 12b - Officers were Required to Disclose Annually Interests | | |
| Box 12c - Organization Regularly Monitor and Enforce Compliance with the Policy | | |
| Box 13 - Organization Had a Written Whistleblower Policy | | |
| Box 14 - Organization Had a Written Document Retention and Destruction Policy | | |
| Box 15a - Determining Compensation of CEO Included a Review by Independent Persons | | |
| Box 15b - Determining Compensation of Officers Included a Review by Independent Persons | | |
| Box 16a - Organization Invested in a Joint Venture with a Taxable Entity | | |
| Box 16b - Organization Followed a Written Policy Requiring to Evaluate Its Participation | | |
| Box 17 - States with Which a Copy of This Form 990 is Required to Be Filed | The list of states with which a copy of this Form 990 is required to be filed. | |
| Box 18 - Form 1023 990 and 990-T are Available for Public Inspection by | Own Website Another's Website Upon Request Other | Indicates how the organization makes its Form 1023, 990 and 990-T available for public inspection. |
| Box 20 - Name Address and Telephone Number of the Person who Possesses the Books | The name, address and telephone number of the person who possesses the books and records of the organization. | |
| Part VII (Compensation of officers, directors, trustees, key employees, highest compensated employees and independent contractors) | | |

| Field | | Description | |
|---|--|--|--|
| Schedule O Contains a Response | | Indicates if Schedule O contains a response or note to any field in Part VII. | |
| Section A | Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer | Indicates if neither the organization nor any related organization compensated any current officer, director, or trustee. | |
| | Officers Directors Trustees Key Employees and Highest Compensated Employees | A1 | This table contains information about officers, directors, trustees, key employees, and highest compensated employees. Columns: <ul style="list-style-type: none"> • A1-A2 — name and title • B1-B2 — average hours per week • C1-C6 — position • D — reportable compensation from the organization • E — reportable compensation from related organizations • F — estimated amount of other compensation from the organization and related organizations |
| | | A2 | |
| | | B1 | |
| | | B2 | |
| | | C1 | |
| | | C2 | |
| | | C3 | |
| | | C4 | |
| | | C5 | |
| | | C6 | |
| | | D | |
| | | E | |
| | | F | |
| Box 1b - Sub-Total - Reportable Compensation from the Organization | | The subtotals of compensation from Section A , field Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer , columns D, E, and F from the table. | |
| Box 1b - Sub-Total - Reportable Compensation from Related Organization | | | |
| Box 1b - Sub-Total - Estimated Amount of Other Compensation | | | |
| Box 1c - Total from Continuation Sheets - Reportable Compensation from the Organization | | The subtotals of compensation from duplicate Section A tables for filers that report more than 25 persons in Section A , field Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer , columns D, E, and F from the table. | |
| Box 1c - Total from Continuation Sheets - Compensation from Related Organization | | | |
| Box 1c - Total from Continuation Sheets - Estimated Amount of Other Compensation | | | |

| Field | | Description |
|-----------|--|--|
| | Box 1d - Total - Reportable Compensation from the Organization | The totals of fields 1b through 1c for columns D, E, and F. |
| | Box 1d - Total - Reportable Compensation from Related Organization | |
| | Box 1d - Total - Estimated Amount of Other Compensation | |
| | Box 2 - Total Number of Individuals who Received More than \$100,000 | The total number of Individuals (including but not limited to those listed above) who received more than \$100000 of reportable compensation from the organization. |
| | Box 3 - Organization Listed Former Officer on Line 1a | Indicates if the organization listed any former officer, director or trustee, key employee, or highest compensated employee in the Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer field. |
| | Box 4 - Sum of Reportable Compensation is Greater than \$150,000 | For any individual listed in the Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer field, indicates if the sum of reportable compensation and other compensation from the organization and related organizations is greater than \$150000. |
| | Box 5 - Person Received Compensation from Unrelated Organization | Indicates if any person listed in the Box 1a - Neither Organization nor Any Related Organization Compensated Any Current Officer field receive or accrue compensation from any unrelated organization or individual for services rendered to the organization. |
| Section B | Box 1 - Five Highest Compensated Independent Contractors | Name and Business Address |
| | | <p>This table contains five highest compensated independent contractors that received more than \$100000 of compensation from the organization.</p> <p>Columns:</p> <ul style="list-style-type: none"> Name and Business Address - the name and business address of the |

| Field | | Description |
|--|-------------------------|---|
| | Description of Services | highest compensated independent contractor <ul style="list-style-type: none"> • Description of Services - a description of the services • Compensation - the amount of compensation. |
| | Compensation | |
| Box 2 - Total Number of Independent Contractors who Received More than \$100,000 | | The total number of independent contractors who received more than \$100,000 of compensation from the organization. |
| Part VIII (Statement of revenue) | | |
| Schedule O Contains a Response | | Indicates if Schedule O contains a response or note to any line in Part VIII. |
| Box 1a - Federated Campaigns | | The cash and non-cash amounts received as voluntary contributions, gifts, grants or other similar amounts from the general public, governmental units, foundations, and other exempt organizations. |
| Box 1b - Membership Dues | | |
| Box 1c - Fundraising Events | | |
| Box 1d - Related Organizations | | |
| Box 1e - Government Grants | | |
| Box 1f - All Other Contributions | | |
| Box 1g - Noncash Contributions | | The noncash portion of contributions reported in the fields 1a through 1f . |
| Box 1h - Total | | The total of the fields 1a through 1f (but not field 1g). |
| Boxes 2a-f - Program Service Revenue | Field Name | This table contains the organization's five largest sources of program service revenue. Columns: <ul style="list-style-type: none"> • Field Name — the name of the source • Business Code — the business code for the activity |

| Field | | Description |
|---|---------------|--|
| | Business Code | <ul style="list-style-type: none"> A-D — the amount of program service revenue |
| | A | |
| | B | |
| | C | |
| | D | |
| Box 2g - Total | | The total received from the largest sources of program service revenue. |
| Box 3 - Investment Income - Total Revenue | | The investment income (including dividends, interest, and other similar amounts). |
| Box 3 - Investment Income - Related or Exempt Function Revenue | | |
| Box 3 - Investment Income - Unrelated Business Revenue | | |
| Box 3 - Investment Income - Revenue Excluded from Tax | | |
| Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Total Revenue | | The income from investment of tax-exempt bond proceeds. |
| Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Related Function Revenue | | |
| Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Unrelated Business Revenue | | |
| Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Revenue Excluded from Tax | | |
| Box 5 - Royalties - Total Revenue | | The royalties received by the organization from licensing the ongoing use of its property to others. |
| Box 5 - Royalties - Related or Exempt Function Revenue | | |
| Box 5 - Royalties - Unrelated Business Revenue | | |
| Box 5 - Royalties - Revenue Excluded from Tax | | |
| Box 6a - Gross Rents - Real | | The rental income received for the year from investment property and any other real property rented by the organization. |
| Box 6a - Gross Rents - Personal | | |
| Box 6b - Less - Rental Expenses - Real | | The expenses paid or incurred for the income reported in the fields 6a . |
| Box 6b - Less - Rental Expenses - Personal | | |

| Field | Description |
|--|--|
| Box 6c - Rental Income or (Loss) - Real | The rental income: subtraction of fields 6b from 6a . |
| Box 6c - Rental Income or (Loss) - Personal | |
| Box 6d - Net Rental Income or (Loss) - Total Revenue | The net rental income. |
| Box 6d - Net Rental Income or (Loss) - Related or Exempt Function Revenue | |
| Box 6d - Net Rental Income or (Loss) - Unrelated Business Revenue | |
| Box 6d - Net Rental Income or (Loss) - Revenue Excluded from Tax | |
| Box 7a - Gross Amount from Sales of Assets Other than Inventory - Securities | All sales of securities and sales of all other types of investments (such as real estate, royalty interests, or partnership interests) and all other non-inventory assets (such as program-related investments and fixed assets used by the organization in its related and unrelated activities). |
| Box 7a - Gross Amount from Sales of Assets Other than Inventory - Other | |
| Box 7b - Less - Cost or Other Basis and Sales Expenses - Securities | |
| Box 7b - Less - Cost or Other Basis and Sales Expenses - Other | |
| Box 7c - Gain or (Loss) - Securities | |
| Box 7c - Gain or (Loss) - Other | The total of the the gain or loss figures reported in the Box 7c - Gain or (Loss) - Securities, Box 7c - Gain or (Loss) - Other fields. |
| Box 7d - Net Gain or (Loss) - Total Revenue | |
| Box 7d - Net Gain or (Loss) - Related or Exempt Function Revenue | |
| Box 7d - Net Gain or (Loss) - Unrelated Business Revenue | |
| Box 7d - Net Gain or (Loss) - Revenue Excluded from Tax | The gross income from fundraising events, not including the amount of contributions from fundraising events reported in the Box 7c - Gain or (Loss) - Securities, Box 7c - Gain or (Loss) - Other fields. |
| Box 8a – Contributions Reported on Line 1c | |
| Box 8a - Gross Income from Fundraising Events | The cost or other basis of any items sold at the events and the expenses that relate |
| Box 8b – Less - Direct Expenses | |

| Field | Description |
|---|--|
| | directly to the production of the revenue portion of the fundraising activity. |
| Box 8c - Net Income or (Loss) from Fundraising Events - Total Revenue | The net income or (loss) from the fundraising events. |
| Box 8c - Net Income or (Loss) from Fundraising Events - Unrelated Business Revenue | |
| Box 8c - Net Income or (Loss) from Fundraising Events - Revenue Excluded from Tax | |
| Box 9a - Gross Income from Gaming Activities | The gross income from gaming activity. |
| Box 9b - Less - Direct Expenses | The expenses that relate directly to the production of the revenue portion of the gaming activity. |
| Box 9c - Net Income or (Loss) from Gaming Activities - Total Revenue | The net income or (loss) from gaming activity. |
| Box 9c - Net Income or (Loss) from Gaming Activities - Related or Exempt Function Revenue | |
| Box 9c - Net Income or (Loss) from Gaming Activities - Unrelated Business Revenue | |
| Box 9c - Net Income or (Loss) from Gaming Activities - Revenue Excluded from Tax | |
| Box 10a - Gross Sales of Inventory Less Returns and Allowances | The organization's gross income from sales of inventory items, less returns and allowances. |
| Box 10b – Less - Cost of Goods Sold | The cost of goods sold related to the sales of inventory. |
| Box 10c - Net Income or (Loss) from Sales of Inventory - Total Revenue | The net income or (loss) from the sale of inventory items. |
| Box 10c - Net Income or (Loss) from Sales of Inventory - Related Function Revenue | |
| Box 10c - Net Income or (Loss) from Sales of Inventory - Unrelated Business Revenue | |
| Box 10c - Net Income or (Loss) from Sales of Inventory - Revenue Excluded from Tax | |

| Field | | Description |
|--|---------------|--|
| Boxes 11a-d - Miscellaneous Revenue | Field Name | This table contains all other types of revenue not reportable in the fields Box 1a - Federated Campaigns through Box 10c - Net Income or (Loss) from Sales of Inventory - Revenue Excluded from Tax . Columns: <ul style="list-style-type: none"> • Field Name — the name of the source • Business Code — the business code for the activity • A-D — the amount of program service revenue |
| | Business Code | |
| | A | |
| | B | |
| | C | |
| | D | |
| Box 11e - Total - Total Revenue | | The total received from other types of revenue. |
| Box 12 - Total Revenue - Total Revenue | | <ul style="list-style-type: none"> • For column (A): the sum of the values in the fields Box 1h - Total, Box 2g - Total, Box 3 - Investment Income - Total Revenue through Box 5 - Royalties - Revenue Excluded from Tax, Box 6d - Net Rental Income or (Loss) - Total Revenue through Box 6d - Net Rental Income or (Loss) - Revenue Excluded from Tax, Box 7d - Net Gain or (Loss) - Total Revenue through Box 7d - Net Gain or (Loss) - Revenue Excluded from Tax, Box 8c - Net Income or (Loss) from Fundraising Events - Total Revenue through Box 8c - Net Income or (Loss) from Fundraising Events - Revenue Excluded from Tax, Box 9c - Net Income or (Loss) from Gaming Activities - Total Revenue through Box 9c - Net Income or (Loss) from Gaming Activities - Revenue Excluded from Tax, Box 10c - Net Income or (Loss) from Sales of Inventory - Total Revenue through Box 10c - Net Income or (Loss) from Sales of Inventory - Revenue Excluded from |

| Field | Description |
|---|--|
| Box 12 - Total Revenue - Related or Exempt Function Revenue | Tax, and Box 11e - Total - Total Revenue. |
| Box 12 - Total Revenue - Unrelated Business Revenue | <ul style="list-style-type: none"> • For columns (B) through (D): the sum of the values in the fields Boxes 2a-f - Program Service Revenue, Box 3 - Investment Income - Total Revenue through Box 3 - Investment Income - Revenue Excluded from Tax, Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Total Revenue through Box 4 - Income from Investment of Tax-Exempt Bond Proceeds - Revenue Excluded from Tax, Box 5 - Royalties - Total Revenue through Box 5 - Royalties - Revenue Excluded from Tax, Box 6d - Net Rental Income or (Loss) - Total Revenue through Box 6d - Net Rental Income or (Loss) - Revenue Excluded from Tax, Box 7d - Net Gain or (Loss) - Total Revenue through Box 7d - Net Gain or (Loss) - Revenue Excluded from Tax, Box 8c - Net Income or (Loss) from Fundraising Events - Total Revenue through Box 8c - Net Income or (Loss) from Fundraising Events - Revenue Excluded from Tax, Box 9c - Net Income or (Loss) from Gaming Activities - Total Revenue through Box 9c - Net Income or (Loss) from Gaming Activities - Revenue Excluded from Tax, Box 10c - Net Income or (Loss) from Sales of Inventory - Total Revenue through Box 10c - Net Income or (Loss) from Sales of Inventory - Revenue Excluded from Tax, and Boxes 11a-d - Miscellaneous Revenue. |
| | |
| Box 12 - Total Revenue - Revenue Excluded from Tax | |

Part IX (Statement of functional expenses)

| Field | Description |
|--|--|
| Schedule O Contains a Response | Indicates if Schedule O contains a response or note to any line in Part IX. |
| Box 1 - Assistance to Domestic Organizations - Total Expenses | <p>Amounts of functional expenses:</p> <ul style="list-style-type: none"> • Column (A) — total expenses • Column (B) — program service expenses • Column (C) — expenses that relate to the organization's overall operations and management, rather than to fundraising activities or program services • Column (D) — fundraising expenses |
| Box 1 - Assistance to Domestic Organizations - Program Service Expenses | |
| Box 2 - Assistance to Domestic Individuals - Total Expenses | |
| Box 2 - Assistance to Domestic Individuals - Program Service Expenses | |
| Box 3 - Assistance to Foreign Organizations - Total Expenses | |
| Box 3 - Assistance to Foreign Organizations - Program Service Expenses | |
| Box 4 - Benefits Paid to or for Members - Total Expenses | |
| Box 4 - Benefits Paid to or for Members - Program Service Expenses | |
| Box 5 - Compensation of Current Officers - Total Expenses | |
| Box 5 - Compensation of Current Officers - Program Service Expenses | |
| Box 5 - Compensation of Current Officers - Management and General Expenses | |
| Box 5 - Compensation of Current Officers - Fundraising Expenses | |
| Box 6 - Compensation to Disqualified Persons - Total Expenses | |
| Box 6 - Compensation to Disqualified Persons - Program Service Expenses | |
| Box 6 - Compensation to Disqualified Persons - Management and General Expenses | |
| Box 6 - Compensation to Disqualified Persons - Fundraising Expenses | |

| Field | Description |
|---|-------------|
| Box 7 - Other Salaries and Wages - Total Expenses | |
| Box 7 - Other Salaries and Wages - Program Service Expenses | |
| Box 7 - Other Salaries and Wages - Management and General Expenses | |
| Box 7 - Other Salaries and Wages - Fundraising Expenses | |
| Box 8 - Pension Plan Accruals and Contributions - Total Expenses | |
| Box 8 - Pension Plan Accruals and Contributions - Program Service Expenses | |
| Box 8 - Pension Plan Accruals and Contributions - Management and General Expenses | |
| Box 8 - Pension Plan Accruals and Contributions - Fundraising Expenses | |
| Box 9 - Other Employee Benefits - Total Expenses | |
| Box 9 - Other Employee Benefits - Program Service Expenses | |
| Box 9 - Other Employee Benefits - Management and General Expenses | |
| Box 9 - Other Employee Benefits - Fundraising Expenses | |
| Box 10 - Payroll Taxes - Total Expenses | |
| Box 10 - Payroll Taxes - Program Service Expenses | |
| Box 10 - Payroll Taxes - Management and General Expenses | |
| Box 10 - Payroll Taxes - Fundraising Expenses | |
| Box 11a - Fees for Management Services - Total Expenses | |
| Box 11a - Fees for Management Services - Program Service Expenses | |
| Box 11a - Fees for Management Services - Management and General Expenses | |

| Field | Description |
|---|-------------|
| Box 11a - Fees for Management Services - Fundraising Expenses | |
| Box 11b - Fees for Legal Services - Total Expenses | |
| Box 11b - Fees for Legal Services - Program Service Expenses | |
| Box 11b - Fees for Legal Services - Management and General Expenses | |
| Box 11b - Fees for Legal Services - Fundraising Expenses | |
| Box 11c - Fees for Accounting Services - Total Expenses | |
| Box 11c - Fees for Accounting Services - Program Service Expenses | |
| Box 11c - Fees for Accounting Services - Management and General Expenses | |
| Box 11c - Fees for Accounting Services - Fundraising Expenses | |
| Box 11d - Fees for Lobbying Services - Total Expenses | |
| Box 11d - Fees for Lobbying Services - Program Service Expenses | |
| Box 11d - Fees for Lobbying Services - Management and General Expenses | |
| Box 11d - Fees for Lobbying Services - Fundraising Expenses | |
| Box 11e - Fees for Professional Fundraising Services - Total Expenses | |
| Box 11e - Fees for Professional Fundraising Services - Fundraising Expenses | |
| Box 11f - Investment Management Fees - Total Expenses | |
| Box 11f - Investment Management Fees - Program Service Expenses | |
| Box 11f - Investment Management Fees - Management and General Expenses | |

| Field | Description |
|--|-------------|
| Box 11f - Investment Management Fees - Fundraising Expenses | |
| Box 11g - Fees for Other Services - Total Expenses | |
| Box 11g - Fees for Other Services - Program Service Expenses | |
| Box 11g - Fees for Other Services - Management and General Expenses | |
| Box 11g - Fees for Other Services - Fundraising Expenses | |
| Box 12 - Advertising and Promotion - Total Expenses | |
| Box 12 - Advertising and Promotion - Program Service Expenses | |
| Box 12 - Advertising and Promotion - Management and General Expenses | |
| Box 12 - Advertising and Promotion - Fundraising Expenses | |
| Box 13 - Office Expenses - Total Expenses | |
| Box 13 - Office Expenses - Program Service Expenses | |
| Box 13 - Office Expenses - Management and General Expenses | |
| Box 13 - Office Expenses - Fundraising Expenses | |
| Box 14 - Information Technology - Total Expenses | |
| Box 14 - Information Technology - Program Service Expenses | |
| Box 14 - Information Technology - Management and General Expenses | |
| Box 14 - Information Technology - Fundraising Expenses | |
| Box 15 - Royalties - Total Expenses | |
| Box 15 - Royalties - Program Service Expenses | |
| Box 15 - Royalties - Management and General Expenses | |
| Box 15 - Royalties - Fundraising Expenses | |

| Field | Description |
|---|-------------|
| Box 16 - Occupancy - Total Expenses | |
| Box 16 - Occupancy - Program Service Expenses | |
| Box 16 - Occupancy - Management and General Expenses | |
| Box 16 - Occupancy - Fundraising Expenses | |
| Box 17 - Travel - Total Expenses | |
| Box 17 - Travel - Program Service Expenses | |
| Box 17 - Travel - Management and General Expenses | |
| Box 17 - Travel - Fundraising Expenses | |
| Box 18 - Payments of Travel for Officials - Total Expenses | |
| Box 18 - Payments of Travel for Officials - Program Service Expenses | |
| Box 18 - Payments of Travel for Officials - Management and General Expenses | |
| Box 18 - Payments of Travel for Officials - Fundraising Expenses | |
| Box 19 - Conferences Conventions and Meetings - Total Expenses | |
| Box 19 - Conferences Conventions and Meetings - Program Service Expenses | |
| Box 19 - Conferences Conventions and Meetings - Management and General Expenses | |
| Box 19 - Conferences Conventions and Meetings - Fundraising Expenses | |
| Box 20 - Interest - Total Expenses | |
| Box 20 - Interest - Program Service Expenses | |
| Box 20 - Interest - Management and General Expenses | |
| Box 20 - Interest - Fundraising Expenses | |
| Box 21 - Payments to Affiliates - Total Expenses | |

| Field | | Description | |
|--|------------|---|---|
| Box 21 - Payments to Affiliates - Program Service Expenses | | | |
| Box 21 - Payments to Affiliates - Management and General Expenses | | | |
| Box 21 - Payments to Affiliates - Fundraising Expenses | | | |
| Box 22 - Depreciation Depletion and Amortization - Total Expenses | | | |
| Box 22 - Depreciation Depletion and Amortization - Program Service Expenses | | | |
| Box 22 - Depreciation Depletion and Amortization - Management and General Expenses | | | |
| Box 22 - Depreciation Depletion and Amortization - Fundraising Expenses | | | |
| Box 23 - Insurance - Total Expenses | | | |
| Box 23 - Insurance - Program Service Expenses | | | |
| Box 23 - Insurance - Management and General Expenses | | | |
| Box 23 - Insurance - Fundraising Expenses | | | |
| Boxes 24a-e - Other Expenses | Field Name | | The table that contains other expenses. Columns: <ul style="list-style-type: none"> • Field Name — the name of the other expense • A-D — the amount of the other expense |
| | A | | |
| | B | | |
| | C | | |
| | D | | |
| Box 25 - Total Functional Expenses - Total Expenses | | The total functional expenses: the sum of the values in the fields Box 1 - Assistance to Domestic Organizations - Total Expenses through Boxes 24a-e - Other Expenses . | |
| Box 25 - Total Functional Expenses - Program Service Expenses | | | |
| Box 25 - Total Functional Expenses - Management and General Expenses | | | |
| Box 25 - Total Functional Expenses - Fundraising Expenses | | | |
| Box 26 - Joint Costs - Total Expenses | | Joint costs from a combined educational campaign and fundraising solicitation | |

| Field | Description |
|--|---|
| Box 26 - Joint Costs - Program Service Expenses | |
| Box 26 - Joint Costs - Management and General Expenses | |
| Box 26 - Joint Costs - Fundraising Expenses | |
| Following SOP 98-2 (ASC 958-720) | Indicates if the organization followed SOP 98-2 (FASB ASC 958-720) in allocating joint costs. |
| Part X (Balance sheet) | |
| Schedule O Contains a Response | Indicates if Schedule O contains a response or note to any line in Part X. |
| Box 1 - Cash-Non-Interest-Bearing - Beginning of Year | The total funds that the organization has in cash. |
| Box 1 - Cash-Non-Interest-Bearing - End of Year | |
| Box 2 - Savings and Temporary Cash Investments - Beginning of Year | The combined total of amounts held in interest-bearing checking and savings accounts, deposits in transit, temporary cash investments (such as money market funds, commercial paper, and certificates of deposit), and U.S. Treasury bills or other governmental obligations that mature in less than a year. |
| Box 2 - Savings and Temporary Cash Investments - End of Year | |
| Box 3 - Pledges and Grants Receivable Net - Beginning of Year | The total of: <ul style="list-style-type: none"> • all pledges receivable, less any amounts estimated to be uncollectible, including pledges made by officers, directors, trustees, key employees, and highest compensated employees • all grants receivable |
| Box 3 - Pledges and Grants Receivable Net - End of Year | |
| Box 4 - Accounts Receivable Net - Beginning of Year | The organization's total accounts receivable (reduced by any allowance for doubtful accounts) from the sale of goods and the performance of services. |
| Box 4 - Accounts Receivable Net - End of Year | |
| Box 5 - Loans and Other Payables to Officer - Beginning of Year | Loans and other receivables from current and former officers, directors, trustees, key employees, and creator or founder, substantial contributor, or 35% controlled |

| Field | Description |
|---|--|
| Box 5 - Loans and Other Payables to Officer - End of Year | entity or family member of any of these persons. |
| Box 6 - Loans and Other Receivables from Other Disqualified Persons - Beginning of Year | |
| Box 6 - Loans and Other Receivables from Other Disqualified Persons - End of Year | |
| Box 7 - Notes and Loans Receivable Net - Beginning of Year | The net amount of all notes receivable and loans receivable not listed in the Box 5 - Loans and Other Payables to Officer - Beginning of Year through Box 6 - Loans and Other Receivables from Other Disqualified Persons - End of Year fields , including receivables from unrelated third parties. |
| Box 7 - Notes and Loans Receivable Net - End of Year | |
| Box 8 - Inventories for Sale or Use - Beginning of Year | The amount of materials, goods, and supplies held for future sale or use, whether purchased, manufactured by the organization, or donated. |
| Box 8 - Inventories for Sale or Use - End of Year | |
| Box 9 - Prepaid Expenses and Deferred Charges - Beginning of Year | The amount of short-term and long-term prepayments of expenses attributable to one or more future accounting periods. |
| Box 9 - Prepaid Expenses and Deferred Charges - End of Year | |
| Box 10a - Land Buildings and Equipment | The cost or other basis of all land, buildings, equipment, and leasehold improvements held at the end of the year. |
| Box 10b - Less - Accumulated Depreciation | The total amount of accumulated depreciation for the assets reported in the Box 10a - Land Buildings and Equipment field. |
| Box 10c - Beginning of Year | The cost or other basis of land, buildings, and equipment, net of any accumulated depreciation, as of the beginning of the year. |
| Box 10c - End of Year | The value of the Box 10a - Land Buildings and Equipment field minus the value of the Box 10b - Less - Accumulated Depreciation field. |

| Field | Description |
|---|---|
| Box 11 - Investments - Publicly Traded Securities - Beginning of Year | The total value of publicly traded securities held by the organization as investments. |
| Box 11 - Investments - Publicly Traded Securities - End of Year | |
| Box 12 - Investments - Other Securities - Beginning of Year | The total value of all securities, partnerships, or funds that are not publicly traded. |
| Box 12 - Investments - Other Securities - End of Year | |
| Box 13 - Investments - Program-Related - Beginning of Year | The total book value of all investments made primarily to accomplish the organization's exempt purposes rather than to produce income. |
| Box 13 - Investments - Program-Related - End of Year | |
| Box 14 - Intangible Assets - Beginning of Year | The total value of all non-monetary, non-physical assets such as copyrights, patents, trademarks, mailing lists, or goodwill. |
| Box 14 - Intangible Assets - End of Year | |
| Box 15 - Other Assets - Beginning of Year | The total book value of all assets held and not reported in the fields Box 1 - Cash-Non-Interest-Bearing - Beginning of Year through Box 14 - Intangible Assets - End of Year . |
| Box 15 - Other Assets - End of Year | |
| Box 16 - Total Assets - Beginning of Year | The total assets: the sum of the values in the fields Box 1 - Cash-Non-Interest-Bearing - Beginning of Year through Box 15 - Other Assets - End of Year . |
| Box 16 - Total Assets - End of Year | |
| Box 17 - Accounts Payable and Accrued Expenses - Beginning of Year | The total of accounts payable to suppliers, service providers, property managers, and other independent contractors, plus accrued expenses such as salaries payable, accrued payroll taxes, and interest payable. |
| Box 17 - Accounts Payable and Accrued Expenses - End of Year | |
| Box 18 - Grants Payable - Beginning of Year | The unpaid portion of grants and awards that the organization has committed to pay other organizations or individuals, whether or not the commitments have been communicated to the grantees. |
| Box 18 - Grants Payable - End of Year | |
| Box 19 - Deferred Revenue - Beginning of Year | The revenue that the organization has received but not yet earned as of the balance sheet date under its method of accounting. |
| Box 19 - Deferred Revenue - End of Year | |

| Field | Description |
|---|---|
| Box 20 - Tax-Exempt Bond Liabilities - Beginning of Year | The amount of tax-exempt bonds (or other obligations) for which the organization has a direct or indirect liability that were either issued by the organization on behalf of a state or local governmental unit, or by a state or local governmental unit on behalf of the organization, and for which the organization has a direct or indirect liability. |
| Box 20 - Tax-Exempt Bond Liabilities - End of Year | |
| Box 21 - Escrow or Custodial Account Liability - Beginning of Year | The amount of funds or other assets held in an escrow or custodial account for other individuals or organizations. |
| Box 21 - Escrow or Custodial Account Liability - End of Year | |
| Box 22 - Loans and Other Payables to Officer - Beginning of Year | The unpaid balance of loans and other payables (whether or not secured) to current and former officers, directors, trustees, key employees, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons, and persons described in section 4958(c)(3)(B). |
| Box 22 - Loans and Other Payables to Officer - End of Year | |
| Box 23 - Secured Mortgages and Notes to Unrelated Third Parties - Beginning of Year | The total amount of secured mortgages and notes payable to unrelated third parties that are secured by the organization's assets as of the end of the tax year. |
| Box 23 - Secured Mortgages and Notes to Unrelated Third Parties - End of Year | |
| Box 24 - Unsecured Notes and Loans to Unrelated Third Parties - Beginning of Year | The total amount of notes and loans that are payable to unrelated third parties but aren't secured by the organization's assets. |
| Box 24 - Unsecured Notes and Loans to Unrelated Third Parties - End of Year | |
| Box 25 - Other Liabilities - Beginning of Year | The total amount of all liabilities not properly reportable in the fields Box 17 - Accounts Payable and Accrued Expenses - Beginning of Year through Box 24 - Unsecured Notes and Loans to Unrelated Third Parties - End of Year . |
| Box 25 - Other Liabilities - End of Year | |
| Box 26 - Total Liabilities - Beginning of Year | The total amount of liabilities: the sum of the values in the fields Box 17 - Accounts Payable and Accrued Expenses - |

| Field | Description |
|--|--|
| Box 26 - Total Liabilities - End of Year | Beginning of Year through Box 25 - Other Liabilities - End of Year. |
| Organization Follows FASB ASC 958 | Indicates that the organization follows FASB ASC 958. |
| Box Unrestricted Net Assets (previous years) - Beginning of Year | The value of unrestricted net assets. |
| Box Unrestricted Net Assets (previous years) - End of Year | |
| Box Temporarily Restricted Net Assets (previous years) - Beginning of Year | The value of temporarily restricted net assets. |
| Box Temporarily Restricted Net Assets (previous years) - End of Year | |
| Box Permanently Restricted Net Assets (previous years) - Beginning of Year | The value of permanently restricted net assets. |
| Box Permanently Restricted Net Assets (previous years) - End of Year | |
| Box 27 - Net Assets without Donor Restrictions - Beginning of Year | The balance per books of net assets without donor restrictions. |
| Box 27 - Net Assets without Donor Restrictions - End of Year | |
| Box 28 - Net Assets with Donor Restrictions - Beginning of Year | The balance per books of net assets with donor restrictions. |
| Box 28 - Net Assets with Donor Restrictions - End of Year | |
| Organization does not Follow FASB ASC 958 | Indicates that the organization doesn't follow FASB ASC 958. |
| Box 29 - Capital Stock or Trust Principal or Current Funds - Beginning of Year | <p>Capital stock or trust principal, or current funds:</p> <ul style="list-style-type: none"> • for corporations, the balance per books of capital stock accounts • for trusts, the amount in the trust principal or corpus • for organizations using the fund method of accounting, the fund balances for the organization's |

| Field | Description |
|--|---|
| Box 29 - Capital Stock or Trust Principal or Current Funds - End of Year | current restricted and unrestricted funds |
| Box 30 - Paid-In or Capital Surplus - Beginning of Year | The balance of paid-in capital in excess of par or stated value for all stock issued and not yet canceled, as recorded on the corporation's books. |
| Box 30 - Paid-In or Capital Surplus - End of Year | |
| Box 31 - Retained Earnings - Beginning of Year | Retained earnings, endowment, accumulated income, or other funds. |
| Box 31 - Retained Earnings - End of Year | |
| Box 32 - Total Net Assets or Fund Balances - Beginning of Year | For organizations that follow ASC 958, the total of the fields Box 27 - Net Assets without Donor Restrictions - Beginning of Year through Box 28 - Net Assets with Donor Restrictions - End of Year . For all other organizations, the total of the fields Box 29 - Capital Stock or Trust Principal or Current Funds - Beginning of Year through Box 31 - Retained Earnings - End of Year . |
| Box 32 - Total Net Assets or Fund Balances - End of Year | |
| Box 33 - Total Liabilities and Net Assets or Fund Balances - Beginning of Year | The total of the fields Box 26 and Box 32 . |
| Box 33 - Total Liabilities and Net Assets or Fund Balances - End of Year | |
| Part XI (Reconciliation of net assets) | |
| Schedule O Contains a Response | Indicates if Schedule O contains a response or note to any line in Part XI. |
| Box 1 - Total Revenue | The amount of total revenue reported in Part VIII , field Box 12 , column (A) |
| Box 2 - Total Expenses | The amount of total expenses reported in Part IX , field Box 25 , column (A). |
| Box 3 - Revenue Less Expenses | The difference between fields Box 1 - Total Revenue and Box 2 - Total Expenses . |
| Box 4 - Net Assets or Fund Balances at Beginning of Year | The amount of net assets or fund balances at the beginning of year reported in Part X , Box 32 , column (A). |

| Field | | Description |
|---|--------------------------------------|--|
| Box 5 - Net Unrealized Gains (Losses) on Investments | | The net unrealized gains or losses on investments reported in the organization's audited financial statements (or other financial statements). |
| Box 6 - Donated Services and Use of Facilities | | The value of services or use of facilities donated to the organization (net of services or use of facilities donated by the organization) reported as income or expense in the financial statements. |
| Box 7 - Investment Expenses | | The investment expenses. |
| Box 8 - Prior Period Adjustments | | The net prior period adjustments during the tax year reported in the financial statements. |
| Box 9 - Other Changes in Net Assets or Fund Balances | | The total amount of other changes in net assets or fund balances during the year. |
| Box 10 - Net Assets or Fund Balances at End of Year | | The combined amounts on fields Box 3 - Revenue Less Expenses through Box 9 - Other Changes in Net Assets or Fund Balances . |
| Part XII (Financial statements and reporting) | | |
| Schedule O Contains a Response | | Indicates if Schedule O contains a response or note to any line in Part XII. |
| Box 1 - Accounting Method Used to Prepare the Form 990 | Cash | Indicates the method of accounting used in preparing this return |
| | Accrual | |
| | Other | |
| | Other Method Name | |
| Box 2a - Organization's Financial Statements were Compiled by an Independent Accountant | | Indicates if the organization's financial statements for the year were compiled or reviewed by an independent accountant. |
| Box 2a - Financial Statements were Compiled on | Separate Basis | Indicates whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. |
| | Consolidated Basis | |
| | Both Consolidated and Separate Basis | |


| Field | | Description |
|--|--------------------------------------|---|
| Box 2b - Organization's Financial Statements were Audited by an Independent Accountant | | Indicates if the organization's financial statements audited by an independent accountant. |
| Box 2b - Financial Statements were Audited on | Separate Basis | Indicates whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. |
| | Consolidated Basis | |
| | Both Consolidated and Separate Basis | |
| Box 2c - Organization Has a Committee that Assumes Responsibility for Oversight of Audit | | Indicates if the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant. |
| Box 3a - Organization was Required to Undergo an Audit | | Indicates if the organization was required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133. |
| Box 3b - Organization Underwent the Required Audit | | Indicates if the organization underwent the required audit or audits. |

Key Fields

- Name of Organization
- Employer Identification Number
- Website

Using a Skill in ABBYY Vantage

To use a skill in ABBYY Vantage, you need to import it to your **Skill Catalog**.

To import a skill, open the **Skill Catalog** and click the  **Import** button in the toolbar. In the dialog box that will open, specify a path to the archive that contains the skill you are importing.

This skill will be uploaded to your **Skill Catalog** and published.

If the chosen archive is larger than 2 GB, you will see a dialog box with a link to a shared folder and its credentials.

You should open this folder and upload the archive. The skill will be imported to Vantage automatically. The archive will then be deleted from the shared folder. All files uploaded to this folder afterwards will be transferred to the exception folder. Hence you may use this folder to import only one skill. The folder remains active for 14 days.

The version of the imported skill will be 1.0. If such a skill previously existed in the tenant and was deleted,

the version number of the deleted skill will be incremented and assigned to the imported skill. The version number of the imported built-in skills is always the same as at the time of export.

If the skill you are importing already exists in your **Skill Catalog**, ABBYY Vantage will display a warning message and will ask whether you want to create a new version of the existing skill or save the new skill under a different name. If you choose the latter, the new skill will be called *<Imported skill name New>*.

Note: Vantage supports the import of skills exported from Advanced Designer. However, such skills will only be trainable in Vantage if a Fast Learning activity was added to the document processing flow in Advanced Designer.

Importing a Document skill with data catalogs

Data catalogs exported with a skill are imported according to the table below:

| Does a catalog with the same name exist in your tenant? | | Import of the catalog | Import of the data (if data was exported) |
|---|--|--|---|
| No | | The catalog is imported. | The data is imported. |
| Yes | The set of columns and their types are the same. | The catalog is not imported. | The data is imported. Previous data in the catalog is lost. |
| | The set of columns and/or their types differ. | The catalog is imported with the name <i><Catalog_name Skill_name></i> . | The data is imported. |

Importing a Process skill

If you import a Process skill that was exported without referenced skills, you have to make sure that all the referenced skills exist in the **Skill Catalog**. If necessary, such skills should be imported before the Process skill, otherwise you'll get an error when importing the Process skill.


If you import a Process skill that was exported with referenced skills, they will be imported as follows:


- If such a skill exists in the Catalog, it will not be imported. The skill from the Catalog will be used, even if the skill in the import archive has a newer version.
- If a skill with the same name exists in the Catalog, the skill will be imported and renamed. The link in the Process skill will be updated.

If the imported skill has shared folder import set up, this feature needs to be enabled manually after the import.

Note: The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

To publish a skill:

1. Select one by left-clicking it and then click  **Publish** in the toolbar. This will open the Skill Designer's **Publish** tab, where you will have to fill out some information.
2. Click the **Publish Skill** button either at the bottom of the Skill Designer window or in the **Actions** pane.

 **Note:** The availability of this feature depends on the user's role. For more information about roles, see Role-Based Access Control.

You can start using a skill right away or try it out on your documents first. To try out a skill, click the **Try** button in the **Skill Catalog**.

For more information on importing, publishing, or trying out skills, please refer to the ABBYY Vantage Skill Catalog Guide.

If a skill does not fully meet your processing requirements, you can edit it to suit your needs. For detailed instructions, please refer to the ABBYY Vantage Skill Designer Guide.

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