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## NCAFC 07/29/2010 8 04 AM

Department of the Treasury Internal Revenue Service

#### Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung

benefit trust or private foundation) The organization may have to use a copy of this return to satisfy state reporting requirements

OMB No 1545-0047 2009 Open to Public

Form 990 (2009)

917-18

Inspection For the 2009 calendar year, or tax year beginning and ending NORTH CAROLINA ASSOCIATION OF FREE Please D Employer identification number C Name of organization Check if applicable use IRS CLINICS, INC Address change label.or 56-2062170 Doing Business As print of Name change type. Number and street (or P O box if mail is not delivered to street address) Room/suite Telephone number Initial return See PO BOX 25893 336-251-1111 Specific Termination 4,304,903 City or town, state or country, and ZIP + 4 G Gross receipts \$ Instruc-27114 WINSTON-SALEM NC tions. Amended return Name and address of principal officer H(a) is this a group return for Application pending JASON BAISDEN X affiliates? No H(b) Are all affiliates included? PO BOX 25893 Yes WINSTON-SALEM NC 27114 If "No," attach a list (see instructions) X 501(c) ( **3** ) **◄** (insert no ) Tax-exempt status 4947(a)(1) or ncfreeclinics.org Website<sup>.</sup> ▶ H(c) Group exemption number Type of organization X Corporation Trust 1997 Other Year of formation M State of legal domicile Part I Summary Briefly describe the organization's mission or most significant activities TO IMPROVE ACCESS TO FREE HEALTH CARE CLINICS AND PHARMACIES FOR THE UNINSURED AND UNDERINSURED PEOPLE ON NC 2 Check this box ▶ if the organization discontinued its operations or disposed of more than 25% of its net assets Number of voting members of the governing body (Part V!, line 1a) 11 Number of independent voting members of the governing body (Part VI, line 1b)

Prepared By 3 4 GRAY, CALLISON & CO., P.A. 6 Total number of employees (Part V, line 2a) 5 6 Total number of volunteers (estimate if necessary) 6 7a Total gross unrelated business revenue from Part VIII, column (C), line 42 installation Public Accountants 7a b Net unrelated business taxable income from Form 990-T, line 34 7b Prior Year **Current Year** 8 Contributions and grants (Part VIII, line 1h) 2.110. 141 4,277,752 Program service revenue (Part VIII, line 2g) 10 Investment income (Pag vill coloring (A) Lines 3, 4, and 7d) 17,083 7,679 62,299 19,472 Other revenue Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 2,189,523 4,304,903 Grants and simple amounts paid (PattUXDcolumn A), lines 1-3) 1,843,555 3,019,633 Benefits paid to or for members (Part IX, column (A), line 4) 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10) 244,355 207,366 16a Professional fundraising 24,482 b Total fundraising expenses (Part IX, column (D), line 25) 201,112 372,830 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24f) 2,289,022 599,829 18 Total expenses Add lines 13-17 (must equal Part IX, column (A), line 25) -99,499 705,074 19 Revenue less expenses Subtract line 18 from line 12 Beginning of Current Year. End of Year 811,351 1,547,871 20 Total assets (Part X, line 16) 21 Total liabilities (Part X, line 26) 10,514 41,960 800,837 505,911 22 Net-assets or fund balances Subtract line 21 from line 20 Part II Signature Block Under penalies of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge it is true, correct) and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge Sign Неге Signature of officer Executive Director Type or print name and title Preparer's identifying number Date Check if Preparer's (see instructions) Paid signature 07/29/10 P00084055 employed > Preparer's ALLISON & COMPANY, 56-1285792 EIN Firm's name (or your Use Only Forrestgate Drive if self-employed). Phone address, and ZIP + 4 Winston-Salem, NC 27103 **▶** 336-760-3210 May the IRS discuss this return with the preparer shown above? (see instructions) X Yes No

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions.

orm 990 (2009) NORTH CAROLINA ASSOCIATION OF FREE 56-2062	orm 990 (2009)	NORTH	CAROLINA	ASSOCIATION	OF	FREE	56-20621
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Part III Statement of Program Service Accomplishments

1 Briefly describe the organization's mission

TO	IMPROVE	ACC	CESS	TO	FREE	HEALTH	CARE	CLINICS	AND	PHARMACIES	FOR	THE
נותו	INSURED	AND	UND	RTN	ISUREI	PEOPLE	ONI	<b>3</b> C				

	the prior Form 990		icant program services during the yea	r which were not listed on		Yes X No
	If "Yes," describe t	hese new services on	Schedule O			
	Did the organization services?	n cease conducting, o	r make significant changes in how it c	onducts, any program		Yes X No
		hese changes on Scho	edule O			163 110
4	Describe the exem Section 501(c)(3) a	pt purpose achieveme and 501(c)(4) organiza	ents for each of the organization's three tions and section 4947(a)(1) trusts are and revenue, if any, for each program	e required to report the amount		
T	O IMPROVE		3,415,783 including grants FREE HEALTH CARE OF INSURED AND UNDERI	LINICS AND		)
4b	(Code	) (Expenses \$	including grants	of \$	) (Revenue \$	)
4c	(Code	) (Expenses \$	including grants	s of \$	) (Revenue \$	)
4d		rvices (Describe in Sc				
	(Expenses \$	nuino avancaca b	including grants of \$	) (Revenue \$		
40	Total program se	STAICE EXPENSES	3,415,783	<del></del>		Form <b>990</b> (2009)

<u>Pa</u>	rt IV Checklist of Required Schedules				
				Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes,"				
	complete Schedule A		1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors?		2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to				••
	candidates for public office? If "Yes," complete Schedule C, Part I		3		<u> </u>
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities? If "Yes," complete		ł		
	Schedule C, Part II		4	Х	
5	Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations. Is the organization subject to the section 6033(e)		_		
	notice and reporting requirement and proxy tax? If "Yes," complete Schedule C, Part III		5		
6	Did the organization maintain any donor advised funds or any similar funds or accounts where donors have				
	the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes,"		1.		77
_	complete Schedule D, Part I		6		<u> </u>
7	Did the organization receive or hold a conservation easement, including easements to preserve open space,		1_		42
	the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		7	ļ	<u> </u>
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes,"		1		
_	complete Schedule D, Part III		8		<u> </u>
9	Did the organization report an amount in Part X, line 21, serve as a custodian for amounts not listed in Part		-		
	X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes,"				
_	complete Schedule D, Part IV		9		<u> </u>
10	Did the organization, directly or through a related organization, hold assets in term, permanent, or		l		7.7
	quasi-endowments? If "Yes," complete Schedule D, Part V		10	_	X
11	Is the organization's answer to any of the following questions "Yes"? If so, complete Schedule D, Parts VI,			<b> </b>	
	VII, VIII, IX, or X as applicable		11	X	
-•	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete				
	Schedule D, Part VI				
•	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more				
	of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII				
•	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more				
	of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII				
•	Did the organization report an amount for other assets related in-Part X, line 15 that is 5% or more of its total assets				
	reported in Part X, line 16? If "Yes," complete Schedule D, Part IX				
	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X				
•	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses				
	the organization's liability for uncertain tax positions under FIN 48? If "Yes," complete Schedule D, Part X				
12	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete		<u> </u>		igwdown
	Schedule D, Parts XI, XII, and XIII	<del>,</del>	12	X	<u> </u>
12A	Was the organization included in consolidated, independent audited financial statements for the tax year?	Yes No	-		
	If "Yes," completing Schedule D, Parts XI, XII, and XIII is optional	12A X	┨		.,
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E-		13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?		14a		X
b.	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising,				
	business, and program service activities outside the United States? If "Yes," complete Schedule F, Part I		14b	-	X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any		1		.,
	organization or entity located outside the United States? If "Yes," complete Schedule F, Part II		15		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance				
	to individuals located outside the United States? If "Yes," complete Schedule F, Part III		16		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services				
	on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I		17	<del> </del>	X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on				<b> </b>
	Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		18	<del> </del>	X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a?				
	If "Yes," complete Schedule G, Part III		19		X
20	Did the organization operate one or more hospitals? If "Yes." complete Schedule H		20	ı	ı A

<u> Pa</u>	int iv Checklist of Required Schedules (Continued)			
			Yes	No
21	Did the organization report more than \$5,000 of grants and other assistance to governments and organizations	24	x	_
22	in the United States on Part IX, column (A), line 12 If "Yes," complete Schedule I, Parts I and II	21		
22	Did the organization report more than \$5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III	22		х
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the	1		
25	organization's current and former officers, directors, trustees, key employees, and highest compensated			
	employees? If "Yes," complete Schedule J	23		x
24a		=-		
	\$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines			
	24b through 24d and complete Schedule K. If "No," go to line 25	24a		x
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	The state of the s			
•	to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in an excess benefit transaction			
	with a disqualified person during the year? If "Yes," complete Schedule L, Part I	25a	1	x
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a			
	prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or			
	990-EZ? If "Yes," complete Schedule L, Part I	25b		X
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or			
	disqualified person outstanding as of the end of the organization's tax year? If "Yes," complete Schedule L, Part II	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee,	-		
	substantial contributor, or a grant selection committee member, or to a person related to such an individual?			
	If "Yes," complete Schedule L, Part III	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L,			
	Part IV instructions for applicable filing thresholds, conditions, and exceptions)		1	ŧ
а	A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV	28a		X
b	A family member of a current or former officer; director, trustee, or key employee? If "Yes," complete	ĺ		
	Schedule L, Part IV	28b	<u> </u>	X
С	An entity of which a current or former officer, director, trustee, or key employee of the organization (or a			
	family member) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L,			
	Part IV	28c		X
29	Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified	1		
	conservation contributions? If "Yes," complete Schedule M	30	ļ	X
31	Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N,			
	Part I	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete			
	Schedule N, Part II	32	ļ	X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations			
	sections 301 7701-2 and 301 7701-3? If "Yes," complete Schedule R, Part I	33	<del> </del>	X
34-	Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II,			x
	III, IV, and V, line 1	34	<del> </del>	<u> </u>
35	Is any-related organization a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete	1		x
	Schedule R, Part V, line 2	35	1	
36	Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related	20		x
27	organization? If "Yes," complete Schedule R, Part V, line 2	36	$\vdash$	1
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R,			1
	Part VI	37		x
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and	<del>"</del>	<del> </del>	†
-	192 Note: All Form 900 filers are required to complete Schedule O	7.0		l x

Par	t V Statements Regarding Other IRS Filings and Tax Compliance		· · · · · · · · · · · · · · · · · · ·			
_					Yes	No
a	Enter the number reported in Box 3 of Form 1096, Annual Summary and Transmittal of		_			
	U.S. Information Returns. Enter -0- if not applicable	1a	3	4		
	Enter the number of Forms W-2G included in line 1a Enter -0- if not applicable	1b	0	4		
	Did the organization comply with backup withholding rules for reportable payments to vendors and report	able			.,	
	gaming (gambling) winnings to prize winners?	1 1		1c	X	
	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax		6			
	Statements, filed for the calendar year ending with or within the year covered by this return	2a	6	┥		
	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?			2b	X	
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file this return (see					
	instructions)					
	Did the organization have unrelated business gross income of \$1,000 or more during the year covered by	y		30		х
	this return?			3a 3b	<del>                                     </del>	_
	If "Yes," has it filed a Form 990-T for this year? If "No," provide an explanation in Schedule O At any time during the calendar year, did the organization have an interest in, or a signature or other auth	ont.		30	<del>                                     </del>	
	over, a financial account in a foreign country (such as a bank account, securities account, or other financial				}	
	account)?	iai		4a	İ	x
	If "Yes," enter the name of the foreign country ▶			70		<del></del>
	See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bar	nk				
	and Financial Accounts					
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?			5a	•	х
	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction	2		5b		X
	If "Yes," to line 5a or 5b, did the organization file Form 8886-T, Disclosure by Tax-Exempt Entity Regarding					
	Prohibited Tax Shelter Transaction?	-		5c		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the			-		
	organization-solicit any contributions that were not tax deductible?			6a_		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions	or				
	gifts were not tax deductible?			6b		
7	Organizations that may receive deductible contributions under section 170(c).					
а	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for good	ds				
	and services provided to the payor?			7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?			7b	ļ	
С	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was					l
	required to file Form 8282?	1	1	7c	ļ	X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d	l	-		
е	Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal support and the property of the party of the part	onal		<b> </b>	1	<b>.</b>
	benefit contract?	,		78		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? For all contributions of qualified intellectual property, did the organization file Form 8899 as required?	,		7f	-	X
g h	For contributions of cars, boats, airplanes, and other vehicles, did the organization file a Form 1098-C as	,		7 <u>g</u>		-
••	required?	,		7h		x
8	Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting				<u> </u>	
•	organizations. Did the supporting organization, or a donor advised fund maintained by a sponsoring					İ
	organization, have excess business holdings at any time during the year?			8	İ	Ī
9-	Sponsoring organizations maintaining donor advised funds.					<b> </b>
а	Did the organization make any taxable distributions under section 4966?			9a	]	Ţ
b	Did the organization make a distribution to a donor, donor advisor, or related person?			9b		
10	Section 501(c)(7) organizations. Enter				1	
а	Initiation fees and capital contributions included on Part VIII, line 12	10a		_		<b>!</b>
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b				Í
11	Section 501(c)(12) organizations. Enter					1
а	Gross income from members or shareholders	11a				I
b	Gross income from other sources (Do not net amounts due or paid to other sources against		1		1	1
	amounts due or received from them )	11b		_	ŀ	1
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 10	1	1	12a	<del> </del>	ļ
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b		L	1	1

<u> </u>	ction C. Disclosure
17	List the states with which a copy of this Form 990 is required to be filed ▶ NC
18	Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (501(c)(3)s only)
	available for public inspection. Indicate how you make these available. Check all that apply  Own website. Another's website. It is upon request.
19	Describe in Schedule O whether (and if so, how), the organization makes its governing documents, conflict of interest
	policy, and financial statements available to the public
20	State the name, physical address, and telephone number of the person who possesses the books and records of the

JASON BAISDEN PO BOX 25893 organization >

WINSTON-SALEM

NC 27114

336-251-1111

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

- 1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year. Use Schedule J-2 if additional space is needed.
- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid
  - List all of the organization's current key employees See instructions for definition of "key employee"
- List the organization's five current highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations. List persons in the following order individual trustees or directors, institutional trustees, officers, key employees, highest compensated employees, and former such persons

(A) Name and Title	(B) Average	Pos	ition (		C) kalli	that app	ıسا	(D) Reportable	(E) Reportable	(F) Estimated
value and ride	hours per week	Indrvidual trustee		Officer		Highest compensated employee		compensation from the organization (W-2/1099-MISC)	compensation from related organizations (W-2/1099-MISC)	amount of other compensation from the organization and related organizations
JIM ROBINSON										<del>-</del>
PRESIDENT		X				$\sqcup$		0	0	0
JUDITH LONG										
VICE PRES		X				<u>                                     </u>		0	0	0
PHIL DONAHUE										
TREASURER		X				$\sqcup$	_	0	0	0
COMPTON FORTUNA									_	
SECRETARY		X			_	$\vdash$		0	0	0
NANCY ALEXANDER										_
DIRECTOR DEED FROM		X	_		_	┼		0	0	0
GORDON DEFRRIESE										
DIRECTOR BEVERLY KEGLEY	<u> </u>	X	_		-	+		0	0	0
		x			ĺ					_
BRAD MORTON		┝			$\vdash$	+ +		0	<u> </u>	0
DIRECTOR		$ \mathbf{x} $						o		^
LINDA SATURNO		^	-	-	-	++			0	0
DIRECTOR		x						o	0	o
JEFF SPADE		-	$\vdash$		-	+-+				
DIRECTOR		x						o	0	o
NANCY HUDSON		<del> </del>		_		<b>†</b>				
DIRECTOR		x						o	0	0
JASON BAISDEN						1		<del>_</del>		
EXEC DIR	40.00	}		x				60,963	0	o
MIKE DARROW									<del>-</del>	·
EXEC DIR	40.00			X	L	<u></u> ∐		2,800	0	0
		ļ								
		<u> </u>		<u></u>						
DAA										

··	(A) Name and Title	(B)Average hours per	$\vdash$		(chec	C) kalit	hat aj		(D) Repo <u>rtable</u> compensation	(E) Reportable	Esti	(F) mated	
		week	Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	compensation from the organization (W-2/1099-MISC)	compensation from related organizations (W-2/1099-MISC)	o comp fro orga and	ount of ther ensation m the nization related nizations	
				_									
·					-								
			-										
						_							
						_	-	_					
					<del>                                     </del>								
	<u> </u>						-						
							-						
1b Total	l	L	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	63,763		-		
2 Total				to th	nose	liste	d abo	<del></del>	who received more than \$1				
									ee, or highest compensated			Yes	No
4 For a	rganization and related or	1a, is the sum o	f rep	ortat	ole c	omp	ensa	ion a	and other compensation from		3		X
									unrelated organization for ich person		5		X
	B. Independent Contract plete this table for your five		nsate	ed in	depe	nde	nt co	ntrac	ctors that received more tha	n \$100,000 of			
	pensation from the organiz							Τ		(B)		(C) Compensat	
	Name and	o business address							Descrip	idon of services		Compensat	JON
·		<u> </u>						-				<del></del>	
							l to th	nose	listed above) who received			··········	<del></del>
more DAA	than \$100,000 in compe	nsation from the	orga	nızat	ion )						<u> </u>	0 om <b>990</b>	(2009

	rt VI	<del>```</del>	ent of Reve	nue			<u> </u>	<u> </u>	*-	rage 3
· · ·	<u> </u>					****	Total revenue	Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
ts, grants amounts	b	Federated cam Membership du Fundraising eve	ies	1a 1b 1c		24,505				
Contributions, gifts, grants and other similar amounts	e f	Related organizations (in All other contributions and similar amounts in the contributions and similar amounts in the contributions are contributions and similar amounts in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contributions are contributed in the contribution and contributions are contributed in the contribution and contributions are contributed in the contribution and contributions are contributed in the contribution and contributions are contributed in the contribution and contributed in the contribution are contributed in the contribution and contributed in the cont	contributions) s, gifts, grants, not included above	1d 1e 1f	4,	218,250 034,997				
	•	Noncash contribution Total. Add lines	s included in lines 1a- s 1a-1f	11 5	<b>.</b>	<b>&gt;</b>	4,277,752			····
Revenue	2a					Busn. Code				
service F	c d									
Program Service Revenue	е	All other progra	ım service rever	nue						
픠	g	Total. Add line	s 2a–2f			<b>•</b>				1.11
	3	other similar ar	•			▶	7,679	7,679		
İ	4	Income from in	vestment of tax-	exemp	t bond pro	ceeds 🕨 📙				
	5	Royalties	(ı) Real		(n) F	Personal				
	6a	Gross Rents								
	b	Less rental exps								
	С	Rental inc or (loss)								
	d 7a	Net rental inco Gross amount from sales of assets	me or (loss) (i) Securitie	8	(11)	Other				
	b	other than inventory Less cost or other basis & sales exps								
	С	Gain or (loss)								
	ď	Net gain or (los	 ss)			<b>•</b>	·			
Other Revenue	8a	(not including \$	om fundraising ever eported on line 1c) 18							
)th	b	Less direct ex	penses	ь						
J	С		(loss) from fund	- 1	events	.▶				
	9a		om gaming activitie	s						
		See Part IV, line		а						
	b	Less direct ex	penses	ь	· · · · · · · · · · · · · · · · · · ·					
	i		(loss) from gam	ing acti	vities	▶_				
	10a	Gross sales of	-							
		returns and all		а		·				
		Less cost of g		ь	<del>,, ··</del>					
	С		(loss) from sale:		entory	<u> </u>		***************************************		
	<u> </u>	<del></del>	ellaneous Revenue			Busn. Code	10 450	40.470		
	11a	CONFERENC	E INCOME				19,472	19,472		<u> </u>
	b									
	٥	A11 -46								
	d	All other reven					19,472			
	е 12	Total. Add line	es 11a-11d e. See instructio	ne			4,304,903		0	0
	14	i Orai Wasauri	e. dee manucho	110			-,504,305		<u> </u>	<u>.                                    </u>

Form 990 (2009)

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns.

All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

	not include amounts reported on lines 6b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to governments and		- CAPONIOCO	Remeral exhemses	CVACUSES
•	organizations in the U.S. See Part IV, line 21	3,019,633	3,019,633		
2	Grants and other assistance to individuals in	0,020,000	0,020,0		
_	the U.S. See Part IV, line 22				
3	Grants and other assistance to governments,		····		······································
-	organizations, and individuals outside the				
	U.S. See Part IV, lines 15 and 16			1	
4	Benefits paid to or for members	-		······································	
5	Compensation of current officers, directors,				
_	trustees, and key employees	65,261	32,631	25,964	6,666
6	Compensation not included above, to disqualified				
	persons (as defined under section 4958(f)(1)) and				
	persons described in section 4958(c)(3)(B)				
7	Other salanes and wages	117,315	65,745	39,590	11,980
8	Pension plan contributions (include section 401(k)				
-	and section 403(b) employer contributions)	4,000	2,155	1,436	409
9	Other employee benefits	5,119	2,758	1,839	522
10	Payroll taxes	15,671	8,443	5,627	1,601
11	Fees for services (non-employees)		-,	-/	-/
а	Management				
b	Legal				
c	Accounting				
d	Lobbying				
e	Professional fundraising services See Part IV, line 17			7 T T T T T T T T T T T T T T T T T T T	<del></del>
f	Investment management fees			· · · · · · · · · · · · · · · · · · ·	
g	Other				
12	Advertising and promotion				
13	Office expenses	14,036	12,711	1,178	147
14	Information technology				
15	Royalties		-		
16	Occupancy	7,800	4,290	3,120	390
17	Travel	17,505	5,251	10,502	1,752
1.8	Payments of travel or entertainment expenses				
	for any federal, state, or local public officials				
19	Conferences, conventions, and meetings	49,242	49,242		
20	Interest				
21	Payments to affiliates				<del></del>
22	Depreciation, depletion, and amortization	5,068	2,791	2,026	251
23	Insurance	5,700			
_•					
24	Other expenses Itemize expenses not				
	covered above (Expenses grouped together				
	and labeled miscellaneous may not exceed			I	
	5% of total expenses shown on line 25 below )			`	
а	CENTRAL FILL PHARMACY	203,003	203,003	· · · · · · · · · · · · · · · · · · ·	
b	DUES & SUBSCRIPTIONS	32,478	7	32,478	
c	PROFESSIONAL FEES	22,708		22,708	
ď	TELEPHONE	6,583	1,975	4,279	329
8	UTILITIES	3,564	356	3,030	178
f	All other expenses	10,843	4,799	5,787	257
25	Total functional expenses. Add lines 1 through 24f	3,599,829	3,415,783	159,564	24,482
26			-,,		
_•	SOP 98-2 Complete this line only if the	1	ł	<b>′</b>	
	organization reported in column (B) joint costs				
	from a combined educational campaign and fundraising solicitation				
DAA		<del></del>	<u> </u>	······································	Form <b>990</b> (2009)
					1 01111 000 (2009)

-					(A)	[-	(B)
					Beginning of year		End of year
	1	Cash—non-interest bearing				1	111,382
	2	Savings and temporary cash investments		Ī	780,047	2	1,409,079
- 1	3	Pledges and grants receivable, net				3	
	4	Accounts receivable, net				4	600
	5	Receivables from current and former officers, directors,	trustees	kev			
- 1		employees, and highest compensated employees. Com		- F		1	
		Schedule L				5	
	6	Receivables from other disqualified persons (as defined	under se	ction		1	
		4958(f)(1)) and persons described in section 4958(c)(3)					
		Part II of Schedule L	` ,			6	
ဒ္ဓ	7	Notes and loans receivable, net				7	
Assets	8	Inventories for sale or use		Ť		8	
۶	9	Prepaid expenses and deferred charges		Ī	3,990	9	3,790
	10a	Land, buildings, and equipment cost or	1			7.1	
		other basis Complete Part VI of Schedule D	10a	46,917		ı	
	b	Less accumulated depreciation	10b	24,547	26,664	10c	22,370
	11	Investments—publicly traded securities				11	
	12	Investments—other securities See Part IV, line 11				12	<del></del>
	13	Investments—program-related See Part IV, line 11				13	
ļ	14	Intangible assets		Ī		14	
	15	Other assets See-Part IV, line 11			650		650
	16	Total assets. Add lines 1 through 15 (must equal line 3	4)	Ţ	811,351		1,547,871
	17	Accounts payable and accrued expenses			8,696		35,166
	18	Grants payable				18	
	19	Deferred revenue		Ī		19	
	20	Tax-exempt bond liabilities				20	
တ္တ	21	Escrow or custodial account liability Complete Part IV of	f Sched	le D		21	
Liabilities	22	Payables to current and former officers, directors, truste					, <u>-</u>
Ē		employees, highest compensated employees, and disqu	•				
Ę.	_	persons Complete Part II of Schedule L				22	
_	23	Secured mortgages and notes payable to unrelated thin	d parties	Ī		23	<del> </del>
	24	Unsecured notes and loans payable to unrelated third p	•	Ī		24	· · · · · · · · · · · · · · · · · · ·
	25	Other liabilities Complete Part X of Schedule D			1,818		6,794
	26	Total liabilities. Add lines 17 through 25		Ī	10,514	26	41,960
S		Organizations that follow SFAS 117, check here ▶	X and				
Če		complete lines 27 through 29, and lines 33 and 34.	_				
ā	27	Unrestricted net assets		Ī	147,357	27	322,128
Ba	28	Temporanly restricted net assets		Ī	653,480		1,183,783
ਰੂ	29	Permanently restricted net assets		ľ		29	
֚֚֚֚֝֡֡֞֝֡֞֞֡֞֞֝֡֡		Organizations that do not follow SFAS 117, check h	ere 🕨 [	7			<del>, , , , , , , , , , , , , , , , , , , </del>
Ž		and complete lines 30 through 34.	•	_			
SS	30	Capital stock or trust principal, or current funds				30	
set	31	Paid-in or capital-surplus, or land, building, or equipmer	nt fund	ļ		31	
Š	32	Retained earnings, endowment, accumulated income, of		nds		32	· · · · · · · · · · · · · · · · · · ·
Net Assets or Fund Balances	33	Total net assets or fund balances		ļ	800,837		1,505,911
ž	34	Total liabilities and net assets/fund balances		ļ	811,351		1,547,871

Form **990** (2009)

orm	990 (2009) NORTH CAROLINA ASSOCIATION OF FREE 56-2062170		_ Pa	ge <b>12</b>
Рa	rt XI Financial Statements and Reporting			
- '-			<b>Yes</b>	¯Nô
1	Accounting method used to prepare the Form 990 Cash X Accrual Other			
	If the organization changed its method of accounting from a prior year or checked "Other," explain in			
	Schedule O			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
b	Were the organization's financial statements audited by an independent accountant?	2b	X	
c	If "Yes" to line 2a or 2b, does 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?	2c	X	<u></u>
	If the organization changed either its oversight process or selection process during the tax year, explain in			
	Schedule O			
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were			
	issued on a consolidated basis, separate basis, or both			
	Separate basis Consolidated basis Both consolidated and separate basis			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in			
	the Single Audit Act and OMB Circular A-133?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the			
	required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b		

Form **990** (2009)

#### SCHEDULE A (Form 990 or 990-EZ)

Public Charity Status and Public Support Complete if the organization is a section 501(c)(3) organization or a section

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

4947(a)(1) nonexempt charitable trust. ► Attach to Form 990 or Form 990-EZ. See separate instructions.

Open to Public Inspection

Name of the organization

NORTH CAROLINA ASSOCIATION OF FREE CLINICS, INC

Employer identification number 56-2062170

Reason for Public Charity Status (All organizations must complete this part.) See instructions. The organization is not a private foundation because it is (For lines 1 through 11, check only one box) 1 A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i). 2 A school described in section 170(b)(1)(A)(ii). (Attach Schedule E) 3 A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii). A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II) A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v). An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II) A community trust described in section 170(b)(1)(A)(vi). (Complete Part II) X An organization that normally receives (1) more than 33 1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See section 509(a)(2). (Complete Part III ) An organization organized and operated exclusively to test for public safety. See section 509(a)(4). An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h c Type III-Functionally integrated By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported-organizations described in section 509(a)(1) or section 509(a)(2) If the organization received a written determination from the IRS that it is a Type I, Type II, or Type III supporting organization, check this box Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons? (i) A person who directly or indirectly controls, either alone or together with persons described in (ii) Yes No and (iii) below, the governing body of the supported organization? 11g(i) (ii) A family member of a person described in (i) above? 11g(ii) (iii) A 35% controlled entity of a person described in (i) or (ii) above? 11g(iii) Provide the following information about the supported organization(s) (i) Name of supported (II) EIN (iii) Type of organization (iv) is the organization (v) Did you notify (vi) is the (vii) Amount of in col (i) listed in your organization in col organization (described on lines 1-9 the organization in support col (i) of your (i) organized in the above or IRC section governing document? US? support? (see instructions)) Yes No Yes No Yes No

For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2009

Total

Pa	rt II Support Schedule for Or				(1)(A)(iv) and	170(b)(1)(A)(vi)	
	(Complete only if you che	cked the box	on line 5, 7, or	8 of Part I.)			
	tion A. Public Support		<del>,</del>	<del>,</del>	<del>,</del>		
Cal	endar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1	Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	-					
2	Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3	The value of services or facilities furnished by a governmental unit to the organization without charge						
4	Total. Add lines 1 through 3						
5	The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6	Public support. Subtract-line 5 from line 4						
Sec	tion B. Total Support						
Cai	endar year (or fiscal year beginning in) 🕨	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7	Amounts from line 4						
8	Gross income-from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9	Net income from unrelated business activities, whether or not the business is regularly carried on						
10	Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11	Total support. Add lines 7 through 10	L	<u> </u>		1	<u> </u>	
12	Gross receipts from related activities, etc (	•				12	
13	First five years. If the Form 990 is for the o	•	second, third, four	th, or fifth tax year a	as a section 501(c)	(3)	
500	organization, check this box and stop here tion C. Computation of Public Su		1000				<b>P</b>
			<del>*</del>	(0)		141	
14	Public support percentage for 2009 (line 6,		•	(1))		14	<u>%</u>
15	Public support percentage from 2008 Sche				440.04	15	<u>%</u>
16a	33 1/3 % support test—2009. If the organi			3, and line 14 is 33	1/3 % or more, che	eck this dox	. □
	and stop here. The organization qualifies a	, , , , , ,	•	40 45	. 00 4/0 0/		
b	33 1/3 % support test—2008. If the organi				is 33 1/3 % or mor	e, cneck this	. □
47-	box and stop here. The organization qualif		• •		. 400	400/	
1/a	10%-facts-and-circumstances test—200						
	more, and if the organization meets the "far			•	•	V how the	
	organization meets the "facts-and-circumst		= :		-		▶ 📋
b	10%-facts-and-circumstances test—200	-			•		
	more, and if the organization meets the "fa			•	•	v now the	⊾ ┌┐
40	organization meets the "facts-and-circumst		•		•		PH
18	Private foundation. If the organization did	not check a box of	n iine 13, 16a, 16b,	1/a, or 17b, check	tinis box and see ii	nstructions	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

- - (Complete-only-if you checked the box on-line 9-of-Part-L)-

Seci	tion A. Public Support	cked the box of	i lille 3 Of Falt	1.1			<del></del>
	endar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1	Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants")	1,959,025	2,456,847	2,084,617	2,110,141	4,277,752	12,888,382
2	Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose					27,151	27,151
3	Gross receipts from activities that are not an unrelated trade or business under section 513					-	
4	Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5	The value of services or facilities furnished by a governmental unit to the organization without charge	i					
6	Total. Add lines 1 through 5	1,959,025	2,456,847	2,084,617	2,110,141	4,304,903	12,915,533
7a	Amounts included on lines 1, 2, and 3 received from disqualified persons						
b	Amounts included on lines 2 and 3 received						
	from other than disqualified persons that						
	exceed the greater of \$5,000 or 1% of the						
	amount on line 13 for the year						<u> </u>
С 8	Add lines 7a and 7b						<del></del>
	Public support (Subtract line 7c from line 6)	,					12,915,533
	tion B. Total Support	<del></del>				· · · · · · · · · · · · · · · · · · ·	
	lendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	-(c)-2007	(d) 2008	(e) 2009	(f) Total
9	Amounts from line 6	1,959,025	2,456,847	2,084,617	2,110,141	4,304,903	12,915,533
10a	Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	18,254	30,700	42,504	17,083		108,541
b	Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975				_		
c	Add lines 10a and 10b	18,254	30,700	42,504	17,083		108,541
11	Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on					0	
12	Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)	132,222	163,313	54,291	62,299		412,125
13	Total support. (Add lines 9, 10c, 11,			-		į	
	and 12)	2,109,501	2,650,860	2,181,412	2,189,523	4,304,903	13,436,199
14	First five years. If the Form 990 is for the c	•	econd, third, fourth	, or fifth tax year as	a section 501(c)(3	)	. 🗆
500	organization, check this box and stop here ction C. Computation of Public Su	<del></del>	200		<del></del>	<del></del> :	<u> </u>
	Public support percentage for 2009 (line 8,	<del></del>		<u> </u>		45	06.10%
15 16	Public support percentage from 2008 Sche	``	• • •	"		15	96.12 % 94.27 %
	ction D. Computation of Investme					10	94.2776
17	Investment income percentage for 2009 (lir			olumn (f))		17	1%
18	Investment income percentage from 2008		•	(.//		18	1 %
	33 1/3 % support tests—2009. If the organ			4, and line 15 is mo	ore than 33 1/3 %. a		
	17 is not more than 33 1/3 %, check this bo						<b>▶</b> [X]
b			-		•		
	line 18 is not more than 33 1/3 %, check th	is box and stop her	e. The organization	qualifies as a publ	icly supported orga	nızatıon	▶ 🗌
20	Private foundation. If the organization did	not check a box on	line 14, 19a, or 19t	, check this box ar	nd see instructions		

Page 3

Schedule A (Form 990 or 990-EZ) 2009 NORTH CAROLINA ASSOCIATION OF FREE 56-2062170 Page 4

Supplemental Information. Complete this part to provide the explanations required by Part II, line 10;

Part II, line 17a or 17b; and Part III, line 12 Provide any other additional information. See instructions

Part III, Line 12 - Other Income Detail

OTHER INCOME

\$ 412,125

#### SCHEDULE C (Form 990 or 990-EZ)

#### **Political Campaign and Lobbying Activities**

For Organizations Exempt From Income Tax Under section 501(c) and section 527

Complete if the organization is described below.

► Attach to Form 990 or Form 990-EZ. ► See separate instructions.

OMB No 1545-0047

- 2009 Open to Public Inspection

Department of the Treasury Internal Revenue Service

If the organization answered "Yes," to Form 990, Part IV, line 3, or Form 990-EZ, Part VI, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations Complete Parts I-A and B Do not complete Part I-C
- Section 501(c) (other than section 501(c)(3)) organizations. Complete Parts I-A and C below. Do not complete Part I-B
- Section 527 organizations Complete Part I-A only

#### If the organization answered "Yes," to Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)) Complete Part II-A Do not complete Part II-B
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)) Complete Part II-B Do not complete Part II-A

#### If the organization answered "Yes," to Form 990, Part IV, line 5 (Proxy Tax), then

• Section 501(c)(4), (5), or (6) organizations Complete Part III

Name of organization NORTH CAROLINA ASSOC CLINICS, INC	TATION OF FREE		Employer identification 56-20621	
Part I-A Complete if the organization is exer	mpt under section 501	(c) or is a sectio	n 527 organizatio	n
1 Provide a description of the organization's direct and indire	ct political campaign activities	in Part IV		
2 Political expenditures			<b>▶</b> \$	
3 Volunteer hours			<del></del> ·	
Part I-B Complete if the organization is exer	not under section 501	(c)(3)		<del></del>
Enter the amount of any excise tax incurred by the organiz.		(0)(0).	<b></b> \$	
2 Enter the amount of any excise tax incurred by organization		55	<b>-</b> • •	
3 If the organization incurred a section 4955 tax, did it file Fo	•			Yes No
4a Was a correction made?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			Yes No
b If "Yes," describe in Part IV				
Part I-C Complete if the organization is exer	mpt under section 501	(c), except secti	on⁻501(c)(3).	
1 Enter the amount directly expended by the filing organization	on for section 527 exempt fund	tion		
activities			<b>▶</b> \$ _	
2 Enter the amount of the filing organization's funds contribute	ted to other organizations for s	ection	_	
527 exempt function activities			<b>▶</b> \$	
3 Total exempt function expenditures Add lines 1 and 2 Ent	er here and on Form 1120-PC	L,		
line 17b			<b>▶</b> \$ _	<del></del>
4 Did the filing organization file Form 1120-POL for this year				Yes No
5_ Enter the names, addresses and employer identification nu	ımber (EIN) of all section 527	political organizations	to which payments	
were made. For each organization listed, enter the amount			•	
contributions received that were promptly and directly deliv	ered to a separate political or	janization, such as a	separate segregated	
fund or a political action committee (PAC) If additional spa	ce is needed, provide informa	tion in Part IV		
(a) Name	(b) Address	(c) EIN	(d) Amount paid from	(e) Amount of political
			filing organization's	contributions received and
			funds if none, enter -0-	promptly and directly delivered to a separate
				political organization If
				none, enter -0-
			ļ	
<del></del>		_		
For Privacy Act and Paperwork Reduction Act Notice, see th	e Instructions for Form 990	or 990-F7	Sahadula C (Farr	- 000 000 571 000

•							
hec	dule C (Form 990 or 990-EZ) 2009 NO	RTH CAROLIN	A ASSOCIATI	ON OF FE	EE 56-20	6217	'0 Page 2
ar	t II-A Complete if the organ	ization is exempt	under section 50	01(c)(3) and	filed Form 5768	(elect	ion
	under section 501(h)).						
_	Check 🕨 🔲 if the filing organiza						
	Check ▶ ☐ if the filing organiza			ntrol" provisi	ons apply.		
	Limits on Lo	bbying Expendit	ures	İ	(a) Filing		(b) Affiliated
	(The term "expenditures"				organization's totals		group totals
	Total lobbying expenditures to influence pu		· -				
	Total lobbying expenditures to influence a	•	lobbying)	<u> </u>			<del> </del>
	Total lobbying expenditures (add lines 1a	and 1b)		<u>}-</u>			
	Other exempt purpose expenditures			-	<del></del>		
	Total exempt purpose expenditures (add li	•		<u> -</u>			<del></del>
f	Lobbying nontaxable amount Enter the ar columns	nount from the following	g table in both				
ſ	If the amount on line 1e, column (a) or (b) is	The lobbying nonta	xable amount is:				·····
	Not over \$500,000	20% of the amount on					
	Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of	the excess over \$500,000				
	Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of	the excess over \$1,000,0	00		1	
	Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of t	he excess over \$1,500,000	0			
$\perp$	Over \$17,000,000	\$1,000,000					
g	Grassroots nontaxable amount (enter 25%	6 of line 1f)		L			
h	Subtract line 1g from line 1a If zero or les	s, enter -0-		<u> </u>			
i	Subtract line 1f from line 1c If zero or less	, enter -0-		L			
j	If there is an amount other than zero on e	ther line 1h or line 1i, d	id the organization file l	Form 4720 repoi	ting		
	section 4911 tax for this year?						Yes No
		4-Year Averagii	ng Period Under	Section 501	h)		
	(Some organizations-th	•	_			l of the	e five
	•	elow. See the ins	• •		•		
	· · · · · · · · · · · · · · · · · · ·				· · · · ·	<u>_</u>	
	Loi	bying Expenditu	res During 4-Yea	r Averaging	Period		T
	Calendar year (or fiscal year beginning in)	(a) 2006	<b>(b)</b> 2007	(c) 2008	( <b>d</b> ) 20	09	(e) Total
2a	Lobbying non-taxable amount						
b	Lobbying ceiling amount		-				
	(150% of line 2a, column(e))						
С	Total lobbying expenditures						
d	Grassroots nontaxable amount				!		
9	Grassroots ceiling amount (150% of line 2d, column (e))						

Schedule C (Form 990 or 990-EZ) 2009

f Grassroots lobbying expenditures

- expenses for which the section 527(f) tax was paid).
- a Current year
- b Carryover from last year
- c Total
- Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues
- If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?
- Taxable amount of lobbying and political expenditures (see instructions)

Part IV Supplemental Information

Complete this part to provide the descriptions required for Part I-A, line 1, Part I-B, line 4, Part I-C, line 5, and Part II-B, line 1i Also, complete this part for any additional information

Schedule C, Part II-B, Line 1i

TO IMPROVE ACCESS TO FREE HEALTH CARE CLINICS AND PHARMACIES FOR THE UNINSURED AND UNDERINSURED PEOPLE ON NC

2a

2b

2c

3

5

Schedule C (Form 990 or 990-EZ) 2009 NORTH CAROLINA ASSOCIATION OF FREE

56-2062170

Page 4

Part IV Supplemental Information (continued)

#### SCHEDULE'D (Form 990)

# Supplemental Financial Statements ▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11, or 12.

Open to Public inspection

OMB No 1545-0047

Department of the Treasury Internal Revenue Service

▶ Attach to Form 990. ▶ See separate instructions.

Name of the organization

Employer identification number

	ORTH CAROLINA ASSOCIATION OF FREE		56-2	062170
*** * 111.		do or Other Similar Sunda or As		062170
Pa	organizations Maintaining Donor Advised Fun the organization answered "Yes" to Form 990, P		counts	. Complete if
	the organization answered Tes to Form 990, F	(a) Donor advised funds	/h.\	Funds and other accounts
_	Tatal appears at and of year	(a) Donor advised funds	(0)	Funds and other accounts
	Total number at end of year		··- ···	<del></del>
	Aggregate contributions to (during year)			<del></del>
	Aggregate grants from (during year)		<del></del>	
	Aggregate value at end of year			
5	Did the organization inform all donors and donor advisors in writing that the	·		О. О.
_	funds are the organization's property, subject to the organization's exclus	•		∐ Yes ∐ No
6	Did the organization inform all grantees, donors, and donor advisors in wi	•		
	used only for charitable purposes and not for the benefit of the donor or d	onor advisor, or for any other		п., п.,
	purpose conferring impermissible private benefit?	-:4:	000 B	Yes No
	rt II Conservation Easements. Complete if the orga		990, P	art IV, line 7.
1	Purpose(s) of conservation easements held by the organization (check at			
	Preservation of land for public use (e g , recreation or pleasure)	Preservation of an historically impo		area
	Protection of natural habitat	Preservation of certified historic sti	ructure	
	Preservation of open space			
2	Complete lines 2a through 2d if the organization held a qualified conserva	ation contribution in the form of a conservati	ion	
	easement on the last day of the tax year		f	
				Held at the End of the Tax Year
a	Total number of conservation easements		2a	
þ	Total acreage restricted by conservation easements		2b	
С	Number of conservation easements on a certified historic structure include		2c	
d	Number of conservation easements included in (c) acquired after 8/17/06		_2d	
3	Number of conservation easements modified, transferred, released, extir	nguished, or terminated by the organization	dunng	
	the taxable year	_		
4	Number of states where property subject to conservation easement is loc			
5	Does the organization have a written policy regarding the periodic monitor	ring, inspection, handling of		
	violations, and enforcement of the conservation easements it holds?			Yes No
6	Staff and volunteer hours devoted to monitoring, inspecting, and enforcing	g conservation easements during the year		
_				
7	Amount of expenses incurred in monitoring, inspecting, and enforcing co	nservation easements during the year		
_	<b>S</b>			
8	Does each conservation easement reported on line 2(d) above satisfy the	e requirements of section		
_	170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?			Yes No
9	In Part XIV, describe how the organization reports conservation easemer	•		
	balance sheet, and include, if applicable, the text of the footnote to the or the organization's accounting for conservation easements	ganization's financial statements that descr	ibes	
	art III Organizations Maintaining Collections of Art,	Historical Transverse or Other S	imilas (	locate.
r ¢	Complete if the organization answered "Yes" to		illillar A	185615.
40	If the organization elected, as permitted under SFAS 116, not to report in	······································	vorte of	
14	art, historical treasures, or other similar assets held for public exhibition,			<b>a</b>
	provide, in Part XIV, the text of the footnote to its financial statements that	•	JIIC SEI VIC	z,
<b>.</b>	If the organization elected, as permitted under SFAS 116, to report in its		s of ort	
U	•			
	historical treasures, or other similar assets held for public exhibition, edu provide the following amounts relating to these items	caucit, or research in furtherance of public s	seivice,	
				e
	•••		<b>P</b>	·
•	(ii) Assets included in Form 990, Part X	ther cimiler consts for Constall and the constallation and the constallati	• 4b =	<b>9</b> — — — — —
2	If the organization received or held works of art, historical treasures, or o	• '.	e ine	
_	following amounts required to be reported under SFAS 116 relating to the	ese items		•
a			P	` <b>&gt;</b>
D	Assets included in Form 990, Part X		•	*

		LINA ASSOCIA			62170	Page <b>2</b>
Pa	rt III Organizations Maintaining C					continued)
3	Using the organization's acquisition, accession, collection items (check all that apply)	and other records, check	any of the following t	that are a significant	use of its	
а	Public exhibition	d 🗍 Loan o	or exchange program	ıs		
b	Scholarly research	e Other	or exertainge program			
c	Preservation for future generations	• L Other				
4	Provide a description of the organization's collect	tions and explain how the	ey further the organiz	ation's exempt purpo	ose in	
5	Part XIV  During the year, did the organization solicit or re-	nowe departure of art, his	torical transuras, or	other comples		
	assets to be sold to raise funds rather than to be	maintained as part of the	e organization's colle	ction?	0.4	Yes No
PB	Escrow and Custodial Arrar IV, line 9, or reported an amo			ition answered '	'Yes" to Form 99	0, Part
1a	Is the organization an agent, trustee, custodian of	or other intermediary for o	ontributions or other	assets not		
	included on Form 990, Part X?	·				Yes No
b	If "Yes," explain the arrangement in Part XIV and	complete the following to	able			
	•	, ,				Amount
c	Beginning balance				1c	
ų	Additions during the year				1d	
٥	Distributions during the year				1e	<del> </del>
•	Ending balance				<del></del>	
22	Did the organization include an amount on Form	000 Part V line 212			1f	<u> </u>
	If "Yes," explain the arrangement in Part XIV	550, Fall A, line 217				☐ Yes ☐ No
	art V Endowment Funds. Comple	te if organization ar	swared "Vee" to	Form 000 - Bor	+ I\/ line 10	<del></del>
7.6	tt v Lindowinent runds. Comple	(a) Current year	(b) Pnor year	(c) Two years back	<del>                                     </del>	
4-	Day as an afternation	(a) Current year	(b) Filor year	(C) Two years back	(d) Three years back	(e) Four years back
1 <b>a</b>	Beginning of year balance		<del></del>			
Þ	Contributions					ļ
С	Net investment earnings, gains,				l	1
	and losses			ļ		
d	Grants or scholarships					
9	Other expenditures for facilities					
	_and programs					<u> </u>
f	Administrative expenses					
g	End of year balance					
2	Provide the estimated percentage of the year er	d balance held as				
а	Board designated or quasi-endowment ▶	%				
b	Permanent endowment %					
С	Term endowment ▶%					
3a	Are there endowment funds not in the possession	on of the organization that	are held and admini	stered for the		
	organization by	-				Yes No
	(i) unrelated organizations					3a(i)
	(ii) related organizations					3a(ii)
b	If "Yes" to 3a(ii), are the related organizations lis	ted as required on Sched	lule R?			3b
4	Describe in Part XIV the intended uses of the or	•				<u> </u>
P	art VI Investments—Land, Buildin			Part X line 10	)	
	Description of investment	(a) Cost or other basis	(b) Cost or ot	<del></del>	cumulated	(d) Book value
	- · · · · · · · · · · · · · · · · · · ·	(investment)	basis (other	' 1 ''	reciation	(2) 220 Falla
10	Land		<del>                                     </del>		-	
			+	<del></del>	<del></del>	
	r Buildings		-		<del></del>	
	Leasehold improvements	<del></del>		<del></del>	<del></del>	
d	1 6	····		017	04 545	
	Other (2)	<u> </u>		,917	24,547	22,370
ı ota	al. Add lines 1a through 1e (Column (d) must equ	ai Form 990, Part X, colui	mn (B), line 10(c) )		<u> </u>	22,370

ethod of valuation id-of-year market value
nd-of-year market value
······
ethod of valuation
nd-of-year market value
<del>- · · · · · · · · · · · · · · · · · · ·</del>
(b) Book value
<b>&gt;</b>
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	dule D (Form 990) 2009 NORTH CAROLINA ASSOCIATION OF FREE 56-206217		Page 4
	rt XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statem	ents	
1	Total revenue (Form 990, Part VIII, column (A), line 12)	_1	4,304,903
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	3,599,829
3	Excess or (deficit) for the year Subtract line 2 from line 1	3	705,074
4	Net unrealized gains (losses) on investments	4	<del></del>
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV )	8	
9	Total adjustments (net) Add lines 4 through 8	9	705 074
10	Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9	10	705,074
	Reconciliation of Revenue per Audited Financial Statements With Revenue per Ret		4 304 003
1	Total revenue, gains, and other support per audited financial statements	1	4,304,903
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12		
a	Net unrealized gains on investments  2a		
b			
C			
d			
θ	· · · · · · · · · · · · · · · · · · ·		4- 204-002
3	Subtract line 2e from line 1	3	4,304,903
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b		
b	, , , , , , , , , , , , , , , , , , , ,		
_	Add lines 4a and 4b	4c	4,304,903
5	Total revenue Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)  art XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per R		
1	Total expenses and losses per audited financial statements	1	3,599,829
2	Amounts included on line 1 but not on Form 990, Part IX, line 25		3,333,023
a			
b			
c			
d			
8		30	
3	Subtract line 2e from line 1	2e 3	3,599,829
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:	-	3,333,023
٠ •	Investment expenses not included on Form 990, Part VIII, line 7b		
b			
	Add lines 4a and 4b	4.	
5	Total expenses Add lines 3 and 4c. (This must equal Form 990, Part I, line 18)	4c 5	3,599,829
P:	art XIV Supplemental Information		3,333,023
	aplete this part to provide the descriptions required for Part II, lines 3, 5, and 9, Part III, lines 1a and 4, Part IV, lines 1b		
	2b, Part V, line 4, Part X, line 2, Part XI, line 8, Part XII, lines 2d and 4b, and Part XIII, lines 2d and 4b. Also complete		
	part to provide any additional information		
	participation and desiration and matter and an arrangement of the province and desiration and arrangement of the province and desiration and arrangement of the province and desiration are also an arrangement of the province and desiration are also are als		
<del>-</del>			
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(Form 990)		Governmer	and Our ents, an	er Assistance d Individuals	Grants and Other Assistance to Organizations, Governments, and Individuals in the United States	ons, States		2009	60
Department of the Treasury		Complete if the o	rganizatio	n answered "Yes" on Fo  ➤ Attach to Form 990.	Complete if the organization answered "Yes" on Form 990, Part IV, lines 21 or 22. ▶ Attach to Form 990.	es 21 or 22.		Open to Public Inspection	Public :flon
	NORTH CAROLINA ASSOCIATION CLINICS. INC	CIATION OF	F FREE			Employer 56-20	Employer identification number 56–2062170		
Part i General In	General Information on Grants and Assistance	Assistance							
1 Does the organization m the selection criteria use 2 Describe in Part IV the o	Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance?  Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States	amount of the grar e? orms the use of gra	nts or assist	ance, the grantees' eligite United States	gibility for the grants or	assistance, and		X Yes	<b>&amp;</b> 
==	Grants and Other Assistance to Governments and Organizations in the United States. Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than \$5,000. Check this box if no one recipient received more than \$5,000. Use Part IV and Schedule I-1 (Form 990) if additional space is needed	vernments and cipient that recipient additional sp	d Organi: eived mo	zations in the Un ore than \$5,000. (	Organizations in the United States. Complete if the organization answered "Yes" to ived more than \$5,000. Check this box if no one recipient received more than \$5,000 ce is needed	plete if the orga no one recipient	inization answe received more	red "Yes" to than \$5,000. Use	
1 (a) Name and add	(a) Name and address of organization or government	(b) EiN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance	ut
See attached schedule	dule			3 019 633					
						-			
				_					
2 Enter total number of section 501(c)(3) ar	Enter total number of section 501(c)(3) and government organizations	ganizations							
- 10			000	-				9 000 march 1 (Ecomo 000) 2000	1000

NCAFC 07/29/2010 8 04 AM

Schedule I (Form 990) 2009

SCHEDULE O

(Form 990)

Supplemental Information to Form 990\_\_\_\_

OMB No 1545-0047

Inspection

2009 Open to Public

Department of the Treasury Internal Revenue Service

Complete to provide information for responses to specific questions on Form 990 or to provide any additional information. ► Attach to Form 990.

**Employer Identification number** 

Name of the organization

NORTH CAROLINA ASSOCIATION OF FREE

CLINICS, INC

56-2062170

Form 990, Part III, Line 4d - All Other Achievements TO IMPROVE ACCESS TO FREE HEALTH CARE CLINICS AND PHARMACIES FOR THE UNINSURED AND UNDERINSURED PEOPLE ON NC

Form 990, Part VI, Line 11A - Organization's Process to Review Form 990 No review was or will be conducted.

Form 990, Part VI, Line 19 - Governing Documents Disclosure Explanation No documents available to the public

NCAFC NORTH CAROLINA ASSOCIATION OF FREE

56-2062 170

### Federal Asset Report

07/29/2010 8:04 AM

-F-YE: -12/31/2009 -----

--Form-990<del>,</del> Page-1----

Asset	Description	Date In Service	Cost	Bus %	Sec 179Bonus	Basis for Depr	<u>Per</u>	Conv Meth	Prior	Current
Other 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	Depreciation: TOSHIBA LAPTOP SATELLITE 2060 CD DESKJET PRINTER 340 CBI 600X300 NORTON UTILITIES/OFFICE 2000 EPTA 301 TABLETOP DISPLAY DONATED COMPUTER EQUIPMENT HPT6 PRINTER/FAX/COPIER SIGN FILE CABINET ADOBE PUBLISHING SOFTWARE PROJECTOR DELL PC CREDENZA DELL LAPTOP PC FOR FTCA COORDINATOR PHONE SYSTEM UPGRADE TELEPHONE SYSTEM CARPET OFFICE FURNITURE OFFICE FURNITURE OFFICE RENOVATION E4600 DELL TOWER PC ADOBE SOFTWARE EXTERNAL HARD DRIVE	8/10/99 8/10/99 8/24/99 9/27/99 4/24/00 4/16/01 11/19/01 3/22/02 3/22/02 9/23/03 9/23/03 3/25/04 8/31/05 6/08/06 12/31/07 12/21/07 12/18/07 12/28/07 7/16/08 2/16/09 4/16/09	1,380 304 551 990 1,400 623 444 371 1,070 2,625 1,496 1,933 1,022 3,203 12,615 3,095 1,000 11,250 575 646 128			1,380 304 551 990 1,400 623 444 371 1,070 2,625 1,496 1,933 1,022 3,203 12,615 3,095 1,000 11,250 575 646 128	5 5 7 7 5 5 5 5 7 7 7 7 5 5 5 5 7 7 7 5 5 5 5 7	MO S/L MO S/L	1,380 304 551 990 1,400 623 444 371 1,070 2,625 1,496 147 1,836 681 1,655 2,523 442 143 750 48 0	0 0 0 0 0 0 0 0 0 0 28 97 205 640 2,523 442 143 750 115 108
	Total Other Depreciation  Total ACRS and Other Depre	- ciation	46,917 46,917			46,917 46,917			19,479 19,479	5,068
	Grand Totals Less: Dispositions and Transfe Less: Start-up/Org Expense Net Grand Totals	ť	46,917 0 0 46,917			46,917 0 0 46,917			19,479 0 0 19,479	-5,068 0 0 5,068

NCAFC NORTH CAROLINA ASSOCIATION OF FREE 56-2062170 FYE: 12/31/2009	TION OF FREE Federal Stat	ements		7/29	7/29/2010 8:04 AM	A M
	Form 990, Part IX, Line 24f - All Other Expenses	- All Other Expenses				
Description	Total Expenses	Program Service	Management & General	oos i	Fund Raising	
REPAIRS & MAINTENANCE TECHNOLOGY PROJECT INSURANCE PRINTING & POSTAGE MISCELLANEOUS OTHER TAXES	\$ 3,268 2,647 2,019 1,651 1,058	\$ 1,796 1,985 908 110	\$ 1,308 662 2,019 660 1,058		S	164
Total	\$ 10,843	\$	\$ 5,787		\$	257
						<u> </u>

Form <b>88</b> (Rev April 2009)	868	Application for Extension of Time To File an Exempt Organization Return	OMB No 1545-1709
Department of the		► File a separate application for each return.	
		tomatic 3-Month Extension, complete only Part I and check this box	► X
		ditional (Not Automatic) 3-Month Extension, complete only Part II (on page 2 of this form)	• =
		988 you have already been granted an automatic 3-month extension on a previously filed Form 8868	
SPart 13		c 3-Month Extension of Time. Only submit original (no copies needed).	
A corporation Part I only	required to file I	Form 990-T and requesting an automatic 6-month extension—check this box and complete	▶ 🗌
	orations (includii ome tax returns	ng 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of	
Electronic Fil	ing (e-file). Ge	enerally, you can electronically file Form 8868 if you want a 3-month automatic extension of time to file	
_		w (6 months for a corporation required to file Form 990-T). However, you cannot file Form 8868	
	_	the additional (not automatic) 3-month extension or (2) you file Forms 990-BL, 6069, or 8870, group	
		nsolidated Form 990-T Instead, you must submit the fully completed and signed page 2 (Part II) of Form	
		e electronic filing of this form, visit www irs gov/efile and click on e-file for Charities & Nonprofits	
Type or Name of Exempt Organization			fication number
print		CAROLINA ASSOCIATION OF FREE	iicadon number
File by the	l	S, INC 56-20621	70
due date for filing your return See instructions		eet, and room or suite no. If a P.O. box, see instructions. 25893	
		post office, state, and ZIP code. For a foreign address, see instructions  NC 27114	
Check type o	f return to be f	filed (file a separate application for each return)	
X Form 99			Form 4720
Form 99	90-BL	H H	Form 5227
Form 99	90-EZ		Form 6069
Form 99	90-PF		Form 8870
The books	s are in the care	e of > JASON BAISDEN	
Telephone	e No ▶ 33	6-251-1111 FAX No ▶	
<ul><li>If the orga</li></ul>	inization does n	not have an office or place of business in the United States, check this box	▶ 🗍
		ım, enter the organization's four digit Group Exemption Number (GEN)	_
for the whole	group, check th	is box If it is for part of the group, check this box and attach	
a list with the	names and EIN	is of all members the extension will cover	
		3-month (6 months for a corporation required to file Form 990-T) extension of time  , to file the exempt organization return for the organization named above. The extension is	
	organization's re	etum for	
▶ 🎮	calendar year		
▶ 📙	tax year begini	ning , and ending	
2 If this ta	ax year is for les	ss than 12 months, check reason	×d
3a If this a	pplication is for	Form 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax,	
		e credits. See instructions. 3a \$	<del></del>
b If this a	pplication is for	Form 990-PF or 990-T, enter any refundable credits and estimated tax	
		de any prior year overpayment allowed as a credit 3b \$	
c Balanc	e Due. Subtrac	t line 3b from line 3a Include your payment with this form, or, if required,	<del></del>
		on or, if required, by using EFTPS (Electronic Federal Tax Payment	
	) See instruction		
Caution. If yo	ou are going to i	make an electronic fund withdrawal with this Form 8868, see Form 8453-EO and Form 8879-EO	

For Privacy Act and Paperwork Reduction Act Notice, see Instructions.

for payment instructions