

FILING THE IRS FORM 990N E-POSTCARD



The IRS Form 990-N e-Postcard is easy to complete. You need the following information:

- **Organization's legal name**

An organization's legal name is the organization's name as it appears in the articles of incorporation or similar organizing document, as most recently amended and (when required by state law) filed with the appropriate state authority. If you have changed your organization's legal name, you must inform the IRS of the new name and provide certain supporting documentation before filing the e-Postcard. You should report the change of name as far in advance of your filing deadline as possible. If you haven't received an affirmation letter reflecting your name change by the time your return is due, you will have to file a paper return (Form 990 or EZ) for the year in which you changed your name and report the change of name on the paper return.

- **Any other names your organization uses**

If the organization is known by or uses other names to refer to the organization as a whole, commonly referred to as Doing-Business-As (DBA) names, they should be listed.

- **Organization's mailing address**

The mailing address is the current mailing address used by the organization. If the organization's mailing address has changed, simply enter the new mailing address.

- **Organization's website address** (if you have one).

- **Organization's [employer identification number](#) (EIN)**

- Every tax-exempt organization must have an EIN, sometimes referred to as a Taxpayer Identification Number (TIN), even if it does not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. Your organization would have acquired an EIN by filing a Form SS-4 prior. The EIN is a 9-digit number and the format of the number is NN-NNNNNNN (for example: 00-1234567).
- If you do not know your EIN, check your prior year return or call the Illinois PTA.
- Please note that the EIN is not your tax-exempt number. The tax exempt number is assigned by a state agency that identifies organizations as exempt from state sales and use taxes.
- DO NOT use the EIN of Illinois PTA or another organization.

- **Name and address of a principal officer of your organization**

The president, vice president, secretary, or treasurer – specified in the organization's bylaws

- **Organization's annual tax year**

Like any taxpayer, exempt organizations must keep books and reports and file returns based on an annual accounting period called a tax year. A tax year is usually 12 consecutive months that can be either calendar year or fiscal year and is often specified in the organization's bylaws.

- **Answers to the following questions:**

- Are your [gross receipts](#) still [normally \\$50,000 or less](#)?
- Has your association terminated or gone out of business?