

New Annual Electronic Notice — Form 990-N (e-Postcard)
February 29, 2008
e-Postcard: Frequently Asked Questions and Answers

1. Who must file Form 990-N (e-Postcard)?

Under the Pension Protection Act of 2006, most small tax-exempt organizations whose [gross receipts](#) are [normally \\$25,000 or less](#) must file Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. Before this law was enacted, these small organizations were not required to file annually with the IRS. The first filings are due in 2008 for [tax years](#) ending on or after December 31, 2007.

2. Are there exceptions to the filing requirement?

Yes, exceptions to the filing requirement include organizations that are included in a [group return](#), as well as churches, their integrated auxiliaries, and conventions or associations of churches.

3. What organizations are ineligible to file the e-Postcard?

The following organizations are not eligible to file the e-Postcard but must file different forms instead:

- [Private foundations](#) must file Form [990-PF](#);
- Tax-exempt organizations with annual gross receipts that are normally greater than \$25,000 must file [Form 990](#) or [Form 990-EZ](#); and
- [Section 509\(a\)\(3\) supporting organizations](#) that are required to file [Form 990](#) or [Form 990-EZ](#).

4. How do I file the e-Postcard?

The e-Postcard is filed electronically by answering fewer than ten questions in an online form that can be found [here](#). When you link to the system, you leave the IRS site and file the e-Postcard with the IRS through our trusted partner Urban Institute. The form must be completed and filed electronically. There is no paper form.

5. How much does it cost to file the e-Postcard?

Filing the e-Postcard is free.

6. Do I need to purchase a computer and software to file the e-Postcard?

No, the IRS has created a simple Internet based process for filing the e-Postcard, so organizations do not need to purchase software to file. Organizations that do not have access to a computer can go to places that provide Internet access to the public, such as their local library, to file the e-Postcard.

7. When is the e-Postcard due? How often do I need to file?

The e-Postcard is due every year by the 15th day of the fifth month after the close of your tax year. For example, if your tax year ended on December 31, 2007, the e-Postcard is due May 15, 2008.

A tax year is usually 12 consecutive months. There are two kinds of tax years:

- **Calendar Tax Year**
This is a period of 12 consecutive months beginning January 1 and ending December 31; or
- **Fiscal Tax Year**
This is a period of 12 consecutive months ending on the last day of any month except December.

See questions 17 and 18 for what happens if you file late or fail to file.

8. Can I file the e-Postcard before the close of my tax year?

No, you cannot file the e-Postcard until after the end of your tax year.

9. What information do I need to provide on the e-Postcard?

The e-Postcard is easy to complete. All you need is the following information:

- Organization's legal name – An organization's legal name is the organization's name as it appears in the certificate of incorporation or other document that was created when your organization formed or its name was officially changed.
- Any other names your organization uses – If the organization is known by or uses other names to refer to the organization as a whole (and not to its programs and activities); 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.
- Organization's website address (if you have one).
- Organization's [employer identification number](#) (EIN) – Every organization must have an EIN, even if it does not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. Most organizations would have acquired an EIN by filing a Form SS-4 prior to requesting tax-exemption. If you do not know your EIN, you may be able to find it on the organization's bank statement.
- Name and address of a principal officer of your organization – usually president, vice president, secretary, or treasurer – often specified in the organization's by-laws.
- 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 by-laws.
- Confirmation that your organization's annual [gross receipts](#) are still [normally \\$25,000 or less](#), and
- If applicable, a statement that your organization has terminated or is terminating (going out of business).

10. Why do I need to provide this information?

The Pension Protection Act of 2006 added this filing requirement to ensure that the IRS and potential donors to your organization have current information about it.

11. Will I get a confirmation that I filed the e-Postcard?

Yes, you will receive an email from the filing system indicating whether your e-Postcard was accepted or rejected by the IRS. If rejected, the email will tell you who to contact to help resolve the problem. In addition, once you submit the e-Postcard to the IRS you can view the "Check Filing Status" page where you can view and print an image of the e-Postcard for your records.

12. If my information changes or I make a mistake, can I amend the e-Postcard after submitting it to the IRS?

No, you cannot file an amended e-Postcard. You can make corrections or update your information when you file your next e-Postcard.

13. How will the public get access to the e-Postcards that have been filed?

The public can [view](#) an individual organization's e-Postcard or [download](#) the entire data base of electronically filed e-Postcards at a disclosure site on the Charities and Non-Profits page of the IRS Web site.

14. I received a letter from the IRS about the e-Postcard, but I am no longer with the organization and I am unable to forward the letter; what should I do?

Call Customer Account Services toll-free at 877-829-5500 and explain the situation.

15. Does my organization have to file the e-Postcard if it is a subordinate organization in a group exempt ruling?

If your organization is a subordinate of a parent organization and your organization is included on the parent's group return, you are not required to file the e-Postcard. The group return satisfies your reporting requirement. However, if you do not file as part of a group return and your annual [gross receipts](#) are [normally \\$25,000 or less](#), you must file the e-Postcard. Contact your parent organization if you are not sure if you are included in the group return and do not need to file the e-Postcard.

16. Can I file Form 990 or Form 990-EZ instead of the e-Postcard?

Yes, but please note that if you choose to file an annual information return (Form 990 or Form 990-EZ) instead of the e-Postcard, you must file a complete return. An incomplete or partially completed Form 990 or Form 990-EZ will not satisfy the annual filing requirement.

17. What happens if I file the e-Postcard late?

The IRS will send you a reminder notice if you do not file your e-Postcard on time, but you will not be assessed a penalty for late filing an e-Postcard. However, it is critical that you file within the 3-year period described in questions 16 and 17.

18. What happens if I fail to file the e-Postcard or Form 990 or Form 990-EZ?

An organization that fails to file the required e-Postcard (or information return) for three consecutive tax years will automatically lose its tax-exempt status. The revocation of an organization's tax-exempt status will not take place until the filing due date of the third year. For example, if your first e-Postcard is due on May 15, 2008 (for tax year 2007) and you do not file in 2008, 2009, or by May 15, 2010, you will lose your tax-exempt status on May 15, 2010. The IRS will not send additional notices once your tax-exempt status is automatically revoked.

19. Can an organization have its tax-exempt status reinstated if it was revoked for failing to file for three consecutive years?

Yes, but you must apply (or reapply) and pay the appropriate user fee to have your tax-exempt status reinstated if it was revoked because you failed to file for three consecutive years. Reinstatement of tax-exempt status may be retroactive if you can show that you had reasonable cause for not filing. To apply for tax-exempt status, use [Form 1023](#), *Application for Recognition of Exemption*, (if you are a section 501(c)(3) public charity) or [Form 1024](#), *Application for Exemption under Section 501(a)* (for other types of tax-exempt organizations).

20. How can I get the latest information about filing the e-Postcard (Form 990-N)?

For the latest information about electronically filing the e-Postcard, you can:

- Sign up for Exempt Organization's [EO Update](#), a regular email newsletter that highlights new information posted on the charities pages of irs.gov. To subscribe go to www.irs.gov/eo and click on [EO Newsletter](#)
- Check our website at www.irs.gov/eo
- Call our customer service function toll-free at 1-877-829-5500