

# IRS REQUIREMENT: 990-N (e-postcard)

**The e-postcard will require the PTA to provide the following information:**

- \* Organization's name
- \* Any other names your organization uses
- \* Organization's mailing address
- \* Organization's website address (if applicable)
- \* Organization's employer identification number (EIN)
- \* Name and address of a principal officer of the PTA
- \* Organization's annual tax period, July 1-June 30
- \* A statement that your PTA's annual gross receipts are normally \$50,000 or less, and
- \* If applicable, indicate if your PTA is going out of business.

**A**ll PTAs, including those that are tax exempt under sections 501(c)(3) and 501(c)(4) **that have a revenue of less than \$50,000** are required to file an annual electronic IRS Form 990-N (e-postcard).

**The e-postcard for the 2012-2013 fiscal year must be filed by November 15, 2013.**

The e-postcard must be filed electronically. There is no paper form. **To file, go to <http://epostcard.form990.org/>**

You do not need to purchase any 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. (However, you will need an email address to file this form.)

You will receive an email confirmation indicating whether or not your e-postcard was accepted by the IRS. If your e-postcard is rejected, the email will tell you who to contact to resolve the problem.

**Keep a copy of the electronic filing. You need to be able to provide this for public information.**

For more information, go to [http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations--Form-990-N-\(e-Postcard\)](http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations--Form-990-N-(e-Postcard))

**If you have any additional questions, contact the Washington State PTA office (253) 565-2153 or 1-800-562-3804**