

## **NEW FILING REQUIREMENTS FOR SMALL TAX-EXEMPT ORGANIZATIONS**

The Altrusa International Office is beginning to receive questions regarding the IRS Form 990-N and when to file form 990-EZ.

Small tax-exempt organizations, that previously were not required to file a return, must do one of the following:

1. **FILE 990-N.** If gross receipts are normally less than \$25,000, then 990-N *Electronic Notice (e-Postcard)* should be filed.
2. **FILE FORM 990-EZ.** If gross receipts are normally more than \$25,000 and less than \$100,000 and total assets are less than \$250,000, then the Form 990-EZ can be used.
3. **FILE REGULAR FORM 990.** Organizations with gross receipts more than \$100,000 or with assets more than \$250,000 should file the regular 990 Form.

This filing requirement applies to tax periods beginning after December 31, 2006

Even though Altrusa Clubs and their Foundations fall under the tax exempt umbrella of Altrusa International, they are **NOT** included in Altrusa International's 990 Income Tax Return. Altrusa Clubs and their Foundations **MUST** file Form 990-N even though their gross income is \$25,000 or less.

**Form 990-N**, also known as the **e-Postcard**, must be filed **electronically**. There will be no paper form. The IRS has step-by-step instructions for filing electronically at [www.irs.gov/eo](http://www.irs.gov/eo).

Beginning in **2008**, the e-Postcard will be due every year by the 15<sup>th</sup> day of the fifth month after the close of your tax period. For Altrusa and the Foundation, the close of the fiscal year is **May 31<sup>st</sup>** and the e-Postcard is due **OCTOBER 15<sup>TH</sup>**

The e-Postcard will require you to provide the following information:

<ul style="list-style-type: none"><li>• Organization's name</li><li>• Any other names your organization uses</li><li>• Organization's mailing address and website address (if applicable)</li><li>• Organization's employer identification number (EIN)</li><li>• Organization's annual tax period</li></ul>	<ul style="list-style-type: none"><li>• Name and address of a principal officer of your organization</li><li>• A statement that your organization's annual gross receipts are still normally \$25,000 or less</li><li>• If applicable, indicate if your organization is going out of business</li></ul>
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Failure to annually file the Form 990N (e-Postcard) or Form 990 or 990-EZ for three consecutive years can result in revocation of your tax-exempt status. Reinstatement after such revocation would mean reapplying and paying the appropriate user fee.

For the latest information about electronically filing the e-Postcard, you can access the IRS website at [www.irs.gov/eo](http://www.irs.gov/eo) or call the customer service toll-free at 1-877-829-5500.