

# IMPORTANT INFORMATION FROM THE “IRS”

## New Filing Requirements for Small Tax-Exempt Organizations

Beginning in 2008, small tax-exempt organizations, who previously were not required to file a return, may be required to file an annual electronic notice, Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ*. The Pension Protection Act of 2006 added this filing requirement to improve transparency within the non-profit sector. This filing requirement applies to tax periods beginning after December 31, 2006

Small tax-exempt organizations whose gross receipts are normally **\$25,000 or less** are not required to file Form 990 or Form 990-EZ, *Return of Organization Exempt From Income Tax*. With the enactment of the Pension Protection Act of 2006, these small tax-exempt organizations will **now be required to file an electronic Form 990-N** with the IRS **annually**. If you prefer, you can file Form 990 or Form 990-EZ instead of Form 990-N. However, the entire form must be completed or it will not satisfy the annual filing requirement.

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 15th 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>**. [**Please Note:** Some Clubs have received incorrect information when they called the IRS and were informed that Altrusa and the Foundation have fiscal year end dates of June 30<sup>th</sup>. **THIS IS WRONG!** The fiscal year end date for Altrusa International, Altrusa Clubs, Altrusa International Foundation and the Altrusa Clubs’ Foundations is **May 31<sup>st</sup>**. The Association has been in contact with its IRS Representative and confirmed the fiscal year end date is **May 31<sup>st</sup>**.] The e-Postcard cannot be filed until after your tax year ends (**May 31<sup>st</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></ul>	<ul style="list-style-type: none"><li>• Organization’s annual tax period</li><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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The IRS started mailing notifications in July 2007 to small tax-exempt organizations. Some Altrusa Clubs have already received this notification.

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.