

## THE E-POSTCARD AND YOU

Starting this year every Detachment, Unit, Pound, Department and Pack, having an income of \$25,000 or less, will be required to file the e-postcard (990N) online at the IRS website ([www.irs.gov](http://www.irs.gov)).

This is newly required to account for all those non-profit organizations that never filed a tax return (990/990EZ) and will now need to file every year to keep their non-profit status. The process to file is quite simple but can only be done online. The soonest date you can file is May 15<sup>th</sup>, 2008 for the return is due the fifteenth day of the fifth month after the end of your business year and the last date of 2007 is Dec. 31. If you do not have a computer or access to a computer, then accessing the website at a public computer (library, school, etc.) is still safe and secure.

First:

Dig out the copy of your EIN (Employer Identification Number) notice from the IRS.

Second:

Check the address and if the c/o person and address needs to be changed, you can do that online ([www.irs.gov](http://www.irs.gov) and Form 8822), fill it out and mail to the appropriate address.

Third:

Decide on the date to file and make a record to do it every year. There is no cost involved.

Filing the e-postcard:

Go to the IRS website ([www.irs.gov](http://www.irs.gov)) and click on Charities/Non-Profits. This leads you to filing and click on the e-postcard. The clicking on the e-postcard links you to a safe and secure website that is handling the filings for the IRS.

You will fill in your Detachment, Unit, etc., name, Tax Year (this first one will be for 2007), Name/Address you are using and confirm your gross receipts are under \$25,000. Print out a copy of the e-postcard and submit to file.

Lastly, if you cannot find the EIN notice from the IRS but have the EIN number OR, if you cannot find your notice nor have the number, you can contact the IRS to verify the name and address on the notice and/or find your number. The IRS number to call is 1-800-829-4933 between 7am and 10pm, M-F.

Please Note:

This filing of the E-Postcard is NOT connected with filing the Annual Reports for Florida's Incorporation of Tax-Exempt Organizations.

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