

### 990N e-Postcard Local Unit Filing Guidance

# Form 990N (e-Postcard) Online Filing Information

Gross Receipts Less than or equal to \$50,000



### File 990N (e-Postcard) Gross receipts less than \$50,000 As soon as audit is complete

- If your PTA has normal gross receipts of \$50,000 or less, you can file <u>990N</u> electronically online immediately after the annual audit is complete. The link is available on our website: <u>www.floridapta.org</u>
- The e-Postcard is due every year by November 15<sup>th</sup>. You cannot file the e-Postcard until after July 1<sup>st</sup>
- It only takes about 15 minutes to file 990N online and get an immediate online "accepted" e-filing receipt from the IRS to forward to Florida PTA to meet compliance.
- Visit the <u>990N Filing Guide</u> on the Florida PTA website for complete instructions on how to file and print the correct "accepted" e-filing receipt to send to <u>990@floridapta.org</u>
- To view a step-by-step video on how to file, please <u>click here</u>.





- If you fail to electronically file the required *e-Postcards* (or information returns Forms 990 or 990-EZ) for three consecutive years, your PTA will <u>automatically lose its tax-exempt status</u>. The revocation of the organization's tax-exempt status will take place on November 15<sup>th</sup> of the third year.
- If you receive a notice from the IRS, please contact the Florida PTA state office at compliance@FloridaPTA.org for assistance.

## Information Needed to file the 990N *e-postcard*

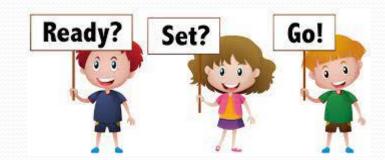
- User ID and password
- Employer Identification Number (EIN contact Florida PTA office if do not know your unit's number);
- Confirmation that the organization's annual gross receipts are normally \$50,000 or less (from the audit);
- Legal name and mailing address (as listed on Bylaws or IRS documents should be school's address);
- Name and address of an officer (recommend President or Treasurer);
- Web site address (if applicable);
- When filing 990N online you do not enter detailed financial information from the audit and budget actuals.

### REGISTRATION FIRST TIME USERS ONLY

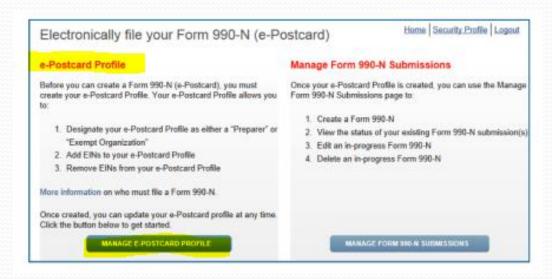


- Use your personal information when registering.
- The login ID and password you are creating are for your personal use to file the organization's Form 990-N. With your login ID and password, you may file a Form 990-N for multiple organizations without the need to register for each organization.
- The login ID and password belongs to you, not to the organization for which you are filing.





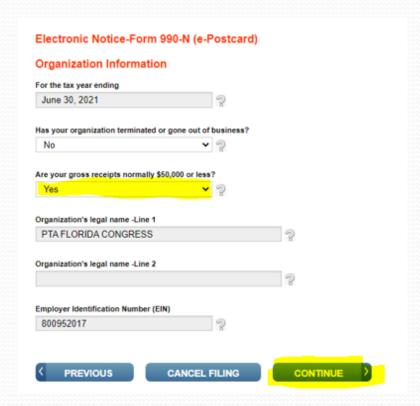
### **Select Manage E-Postcard Profile**



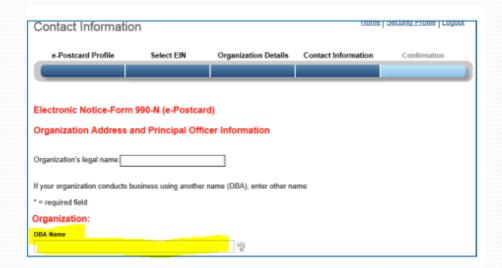
### Follow the prompts - Enter your EIN - Create New Filing

- The tax year and Organization name cannot be changed on this page.
- Gone out of business? Select "No"
- Gross Receipts \$50,000 or less? "Yes"

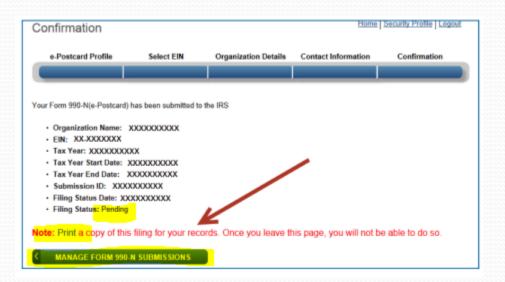
### Continue.....



- Complete the contact information page.
  - Enter your PTA name in the DBA box
- Select "Save Filing" then "Submit Filing"



- Select Print to print a copy of the e-postcard for your records.
- Select Manage form 990-N Submissions



### Just One More Thing.....

Please wait 7 minutes for the filing to process

Then, refresh the page and Select "Get Updated Status"

Select the submission ID link

Print the "Accepted" or "Rejected" 990N filing

Send a copy to 990@FloridaPTA.org

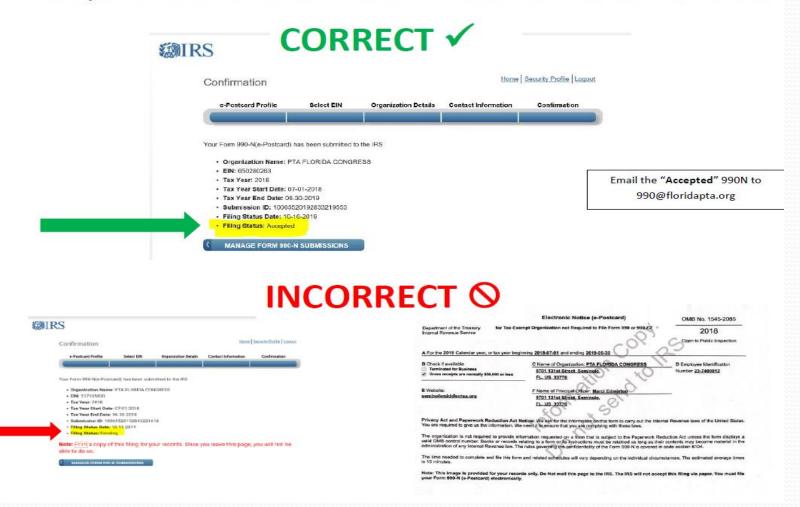


EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
80-0489152	PTA FLORIDA CONGRESS	2020	06-30-2021	02-28-2022	Accepted	10065520220595299078	$\downarrow$
81-0839316	PTA FLORIDA CONGRESS	2020	06-30-2021	03-22-2022	Pending	10065520220815370922	Get Updated Status
81-2958249	PTA FLORIDA CONGRESS	2020	06-30-2021	03-02-2022	Accepted	10065520220615307327	
81-3688964	PTA FLORIDA CONGRESS	2020	06-30-2021	02-14-2022	Accepted	10065520220455256660	
81-4624664	PTA FLORIDA	2020	06-30-2021	02-22-2022	Accepted	10065520220535280890	

### DO NOT FORWARD 990N FILING STATUS "PENDING"

Print the correct "accepted" or "rejected" e-filing receipt to email to 990@floridaPTA.org to meet compliance.

What proof do I need to send to Florida PTA that the PTA filed the 990N?





- If you still need help, please do not pay a tax accountant to file 990N. Contact your County Council, Region Representative, or Florida PTA to assist your PTA with your annual 990 filing.
- To find your local area PTA website, please visit the Florida PTA website at the link provided here: <a href="https://floridapta.org/area-pta-links/">https://floridapta.org/area-pta-links/</a>