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# 990N e-Postcard Local Unit Filing Guidance

03/23/2022

# 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 [990N](#) electronically online immediately after the annual audit is complete. The link is available on our website: [www.floridapta.org](http://www.floridapta.org)
- 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 [990N Filing Guide](#) on the Florida PTA website for complete instructions on how to file and print the correct “accepted” e-filing receipt to send to [990@floridapta.org](mailto:990@floridapta.org)
- To view a step-by-step video on how to file, please [click here](#).



**Florida**  
**PTA**<sup>®</sup>  
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- 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 automatically lose its tax-exempt status. 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](mailto: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.

# Log In

Already have a username? Welcome back!

Username

LOG IN >

[Forgot Username](#)



## Select Manage E-Postcard Profile

Electronically file your Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

### e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

[MANAGE E-POSTCARD PROFILE](#)

### Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

[MANAGE FORM 990-N SUBMISSIONS](#)



## 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.....**

**Electronic Notice-Form 990-N (e-Postcard)**

**Organization Information**

For the tax year ending  
 ?

Has your organization terminated or gone out of business?  
 ?

Are your gross receipts normally \$50,000 or less?  
 ?

Organization's legal name -Line 1  
 ?

Organization's legal name -Line 2  
 ?

Employer Identification Number (EIN)  
 ?

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

**Contact Information**

[Home](#) | [About Us](#) | [Help](#) | [Log Out](#)

[e-Postcard Profile](#) | [Select EIN](#) | [Organization Details](#) | [Contact Information](#) | [Confirmation](#)

**Electronic Notice-Form 990-N (e-Postcard)**

**Organization Address and Principal Officer Information**

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:  
\* = required field

**Organization:**

DBA Name:



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

Confirmation [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    Contact Information    **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXXX
- Submission ID: XXXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXXX
- Filing Status: Pending

**Note:** Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

← **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](mailto: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	<a href="#">10065520220595299078</a>	↓
81-0839316	PTA FLORIDA CONGRESS	2020	06-30-2021	03-22-2022	Pending ✗	<a href="#">10065520220815370922</a>	Get Updated Status
81-2958249	PTA FLORIDA CONGRESS	2020	06-30-2021	03-02-2022	Accepted	<a href="#">10065520220615307327</a>	
81-3688964	PTA FLORIDA CONGRESS	2020	06-30-2021	02-14-2022	Accepted	<a href="#">10065520220455256660</a>	
81-4624664	PTA FLORIDA CONGRESS	2020	06-30-2021	02-22-2022	Accepted	<a href="#">10065520220535280890</a>	

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

Print the correct "accepted" or "rejected" e-filing receipt to email to [990@floridaPTA.org](mailto:990@floridaPTA.org) to meet compliance.

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

**CORRECT ✓**

Confirmation [Home](#) [Security Profile](#) [Logout](#)

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: PTA FLORIDA CONGRESS
- EIN: 650280283
- Tax Year: 2018
- Tax Year Start Date: 07-01-2018
- Tax Year End Date: 06-30-2019
- Submission ID: 10005520192833219553
- Filing Status Date: 10-10-2019
- Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS

Email the "Accepted" 990N to [990@floridapta.org](mailto:990@floridapta.org)

## INCORRECT ❌

Confirmation [Home](#) [Security Profile](#) [Logout](#)

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: PTA FLORIDA CONGRESS
- EIN: 237105833
- Tax Year: 2018
- Tax Year Start Date: 07-01-2018
- Tax Year End Date: 06-30-2019
- Submission ID: 10005520192843221416
- Filing Status Date: 10-15-2019
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

MANAGE FORM 990-N SUBMISSIONS

Electronic Notice (e-Postcard) OMB No. 1545-2085  
2018  
Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

A For the 2018 Calendar year, or tax year beginning 2018-07-01 and ending 2018-06-30

B Check if available  
 Terminated for Business  
 Gross receipts are normally \$50,000 or less

C Name of Organization: PTA FLORIDA CONGRESS  
8701 131st Street, Seminole, FL, US, 32778

D Employee Identification Number 22-280832

E Website: [www.floridapta.org](http://www.floridapta.org)

F Name of Principal Officer: Marc Edmiston  
8701 131st Street, Seminole, FL, US, 32778

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



- 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: <https://floridapta.org/area-pta-links/>