Frequently Asked Questions

What is the Form 990-N and 990-EZ?

Forms 990-N and 990-EZ are used by tax-exempt organizations to provide the IRS with information on the filing organization's mission, programs, and finances, as required by section 6033 of the Internal Revenue Code. PTA units are considered tax-exempt organizations, and are therefore required to complete either form 990N, 990-EZ or 990 (depending on annual gross receipts).

What is the difference between Form 990-N and 990-EZ:

The deciding factor between an organization using Form 990-N and 990-EZ lies in the amount of gross receipts that the tax-exempt organization collects in a year.

Form 990-N ("e-Postcard") is an eight-question, electronic return that other nonprofits may file if their incomes were <$25,000 for the 2010 tax year and <$50,000 for the 2011 tax year and thereafter.

Form 990-EZ is a two-page return that other nonprofits may file if their incomes were <$500,000 *and* their assets <$1.25 million for the 2010 tax year. Beginning with the 2011 tax year, the thresholds are incomes <$200,000 *and* assets <$500,000.

What are gross receipts?

Gross receipts are the total revenue from all sources in a fiscal period, and does not account for any expenses.

When is Form 990-N and 990-EZ due?

Both the 990-N (e-Postcard) and the 990-EZ, Short Form Return of Organization Exempt from Income Tax should be postmarked by the 15th day of the 5th month, following the close of the organization's tax year.

Accounting Period	990-N and 990-EZ Due Date	Due Date with 1st Extension	Due Date with 2nd Extensions
January 1 - December 31, 20XX	May 15, 20XX	August 15, 20XX	November 15, 20XX
July 1, 20XX – June 30, 20XX	November 15, 20XX	February 15, 20XX	May 15, 20XX

What are the rules for extending the Form 990-EZ or 990-N?

The Form 990-EZ can be extended for an additional 3 months (90 days) from the initial filing deadline. A second (90 day) extension may be granted and will be due 90 days from the first extension due date. To request an automatic extension, the organization must file Form 8868, Application for an Extension of Time to File an Exempt Organization Return. The extension form must be postmarked by the same date as when the tax return was originally due.

No extensions are available for Form 990-N filers.

How often do I need to file one of the form 990's?
This return must be filed annually with the IRS to avoid revocation.

What will happen if we do not file one of the required forms?

A unit that fails to file the required e-postcard (or any one of the other annual returns) for three consecutive tax years automatically loses it tax-exempt status. The revocation of an organization's tax-exempt status does not take place until the filing due date of the third year. For example, if your e-postcard was due on May 15, 2008 (for tax year 2007) and you did not timely file in 2007, 2008 or 2009, you lose your tax-exempt status effective on the 2010 due date.

Where do I go to file 990-N or 990-EZ?
To file your 990-N (e-Postcard) go to http://epostcard.form990.org/. For form 990-EZ refer to page 16 of this document.