

**Frequently Asked Questions**  
**New Annual Electronic Notice — e-Postcard (Form 990-N)**  
**April 3, 2007**

**1. Is there a new filing requirement 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*. 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. Exceptions to this requirement include organizations who are included in a group return, private foundations required to file Form 990-PF, and section 509(a)(3) supporting organizations required to file Form 990 or Form 990-EZ.

**2. How do I file Form 990-N (e-Postcard)?**

Form 990-N, also known as the e-Postcard, must be filed electronically. There will be no paper form. The IRS is developing an electronic filing system for the e-Postcard, and will publicize the filing procedures when the system is completed and ready for use.

**3. Will I need to purchase a computer and software to file the e-Postcard?**

The IRS plans to deliver a simple, Internet based process for filing the e-Postcard. We anticipate that organizations that do not have access to a computer can go to places such as their local library to file the e-Postcard. Because the system will be Internet based, organizations should not need to purchase software to file the e-Postcard.

**4. When will the e-Postcard (Form 990-N) be due? How often do I need to file?**

Beginning in 2008, the e-Postcard will be due every year by the 15<sup>th</sup> day of the fifth month after the close of your tax period. For example, if your tax period ends on December 31, 2007, the e-Postcard is due May 15, 2008.

**5. What information do I need to provide on the e-Postcard?**

The e-Postcard will require you to provide the following information:

- Organization's name,
- Any other names your organization uses,
- Organization's mailing address,
- Organization's website address (if applicable),
- Organization's employer identification number (EIN),
- Name and address of a principal officer of your organization,
- Organization's annual tax period,
- A statement that your organization's annual gross receipts are still normally \$25,000 or less, and
- If applicable, indicate if your organization is going out of business.

**6. Why do I need to provide this information?**

The Pension Protection Act of 2006 added this filing requirement to improve transparency within the non-profit sector. The information will ensure that donors, who may want to contribute to your organization, and the IRS have current information about your organization.

**7. Will the IRS notify affected organizations about the filing requirement?**

The IRS will mail educational letters starting in July 2007 notifying small tax-exempt organizations that they may have to file the e-Postcard. In addition, we will update our website at [www.irs.gov/eo](http://www.irs.gov/eo) with the latest information on filing the e-Postcard.

**8. How can I ensure that the IRS has my organization's correct address?**

If you believe the IRS may have an incorrect address for your organization, file Form 8822, *Change of Address*, with the IRS. You will need to complete Parts II and III. To get Form 8822, go to [www.irs.gov/eo](http://www.irs.gov/eo) and click on "Forms and Publications."

**9. Can I file Form 990 or Form 990-EZ instead of the e-Postcard (Form 990-N)?**

If you prefer to file an information return, Form 990 or 990-EZ, you must complete the entire return. An incomplete or partially completed Form 990 or 990-EZ will not satisfy the annual filing requirement.

**10. What happens if I fail to file the e-Postcard or Form 990 or 990-EZ?**

The Pension Protection Act requires the IRS to revoke the tax-exempt status of any organization who fails to meet their annual filing requirement for three consecutive years. Therefore, organizations who do not file the e-Postcard or an information return, Form 990 or 990-EZ, for three consecutive years will have their tax-exempt status revoked as of the filing due date of the third year.

**11. Can an organization have its tax-exempt status reinstated if it was revoked for failing to file for three consecutive years?**

You must apply (or reapply) and pay the appropriate user fee to have your tax-exempt status reinstated if it was revoked because you failed to file for three consecutive years. Reinstatement of tax-exempt status may be retroactive if you can show that you had reasonable cause for not filing. To apply for tax-exempt status, use Form 1023, *Application for Recognition of Exemption*, or Form 1024, *Application for Exemption Under Section 501(a)*.

**12. How can I get the latest information about filing the e-Postcard (Form 990-N)?**

For the latest information about electronically filing the e-Postcard, you can:

- Sign up for Exempt Organization's EO Update, a regular e-mail newsletter that highlights new information posted on the charities pages of [irs.gov](http://irs.gov). To subscribe go to [www.irs.gov/eo](http://www.irs.gov/eo) and click on "EO Newsletter."
- Check our website at [www.irs.gov/eo](http://www.irs.gov/eo).
- Call our customer service function toll-free at 1-877-829-5500.