



What You Need To Know About IRS Tax Filing Requirements



All PTA/PTSAs are required to file either Form 990-N, Form 990, or Form 990-EZ. Even small tax-exempt organizations are required to file.

Gross Annual Receipts	Assets	Form To File With The IRS
\$0 - \$24,999		Form 990-N
\$25,000 - \$99,999	\$0 – 249,999	Form 990-EZ
Over \$100,000	Over \$250,000	Form 990

Small tax-exempt organizations whose annual¹ gross receipts are \$25,000 or less will now be required to file annually, Form 990-N, *Electronic Notice (e-Postcard)*, an electronic filing system (there will be no paper form). This is a new requirement for small tax-exempt organizations that previously were not required to file. This filing requirement applies to fiscal years **beginning** after December 31, 2006. The IRS will publicize filing procedures when the system is completed and ready for use.

Tax-exempt organizations with annual¹ gross receipts which are normally more than \$25,000² but less than \$100,000 and assets of less than \$250,000 at the end of the year¹ may file Form 990-EZ, *Short Form Return of Organizations Exempt from Income Tax*, instead of Form 990.

Tax-exempt organizations with annual¹ gross receipts which are normally more than \$100,000 or with assets larger than \$250,000 at the end of the year¹ must file Form 990, *Return of Organization Exempt From Income Tax*.

Form 990-N, Form 990-EZ and Form 990 are due on the 15th day of the 5th month after the end of the organization's fiscal year.

*** Please note that filing late or not filing is a penalty of \$20 a day. The penalty begins on the due date for filing the Form 990 or 990EZ. The Pension Protection Act requires the IRS to **permanently revoke the tax-exempt status** of any organization that fails to meet its annual filing requirement for three consecutive years. Therefore, organizations that do not file the e-Postcard (Form 990-N), or an information return Form 990 or 990-EZ for three consecutive years, will have their tax-exempt status permanently revoked as of the filing due date of the third year.

If you would like additional information about this new filing requirement, including notification of when the filing system is ready, or information about other new developments, subscribe to Exempt Organization's EO Update, a regular e-mail newsletter that highlights new information posted on the Charities & Non-profit pages of www.irs.gov. You can also get a copy of the Form 990 or 990-EZ with detailed instructions at www.irs.gov. If you have additional questions, call 1-877-829-5500.

¹ The annual period is determined by the organization's fiscal year; this may or may not be the same as the calendar year.

² An organization's gross receipts are considered normally to be less than \$25,000 if the **average** for the immediately preceding 3 tax years (including the year for which the return would be filed) is less than \$25,000.