

# IRS Form 990-N (e-Postcard) Tips

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**Remember: Pilot International and all of our clubs can lose their tax exempt status if clubs do not complete this required form by November 15<sup>th</sup> each year.**

## What You Need


You will need your EIN (employer identification number – your tax ID number), your 2010 – 2011 year-end financial statement (what were your gross receipts), access to a computer and an email address that you can access during the process.

The steps are easy and outlined on the web site <http://epostcard.form990.org/>

- 1) Click the link to create a user login ID with your EIN. Follow the instructions. They will email you a link that you click to activate your ID and takes you to the form.
- 2) Fill out the form. It asks you to certify you didn't make more than \$50,000, provide your web site if you have one, enter the club mailing address and the name and mailing address for one of your officer (the treasurer). That's it.
- 3) Click Save, then submit. It will send an email confirmation.
- 4) Forward the email confirmation to the District Treasurer: [twatson@arlingtonva.us](mailto:twatson@arlingtonva.us)

Below are some additional tips from the IRS web site.

## Usage Tips

- a) Please note that you will lose any changes on a page if you use the browser's "Back" or "Forward" buttons. You should use "Next" and "Previous" buttons on the pages for navigation.
- b) If your browser is inactive for 30 minutes you will be automatically logged out of the system. You may lose any unsaved information. You will receive a warning two minutes before your session is going to expire. To avoid this, please save your data frequently.
- c) The IRS Instructions will appear much more quickly if you leave the Help window open after you've opened it the first time. The browser window will automatically fill with the appropriate help text when you click on the  help symbol.

## General e-Postcard requirements

- a) Your e-Postcard must be for tax year 2007 (or later).
- b) Your e-Postcard cannot be an amended e-Postcard.
- c) Your organization must not be a private foundation.
- d) For 2010 tax year your organization must normally have gross receipts of \$50,000 or less. For 2009 or earlier tax years your organization must normally have gross receipts of \$25,000 or less.