

New IRS 990-N (e-Postcard) Procedures for Florida PTA Compliance New Procedure 2016

One-time registration of your PTA EIN is required to file 990-N (e-Postcard)

Beginning this year, when you go to the website you will find a one-time registration. This is a new IRS requirement this year for all PTAs to register at IRS.gov prior to filling out the Form 990-N. You won't be asked to register again next year.

New Procedure 2016 - How do I file Form 990-N, the e-Postcard?

<https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Notice-Form-990-N-for-Small-Organizations-FAQs-How-to-File>

Use the Form 990-N Electronic Filing system (e-Postcard) to electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ.

* All PTAs are required to complete a one-time registration at IRS.gov prior to filing Form 990-N. You will not be asked to register again the next time you file.

* Form 990-N must be completed and filed electronically. There is no paper form.

* Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing.

How to file:

To electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, use the Form 990-N Electronic Filing system (e-Postcard). **Your gross receipts must be equal to or less than \$50,000 to be eligible to file the 990-N.**

* All organizations are required to register at IRS.gov prior to filing Form 990-N. You won't be asked to register again the next time you file.

* Form 990-N must be completed and filed electronically. There is no paper form.

* Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

* Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing.

* For filing system and website issues, refer to the second question on the "How To File: Frequently Asked Questions" page.

As many of you will see, when filing your 990-N forms, the confirmation of acceptance is no longer emailed. You will see a "status pending" notice on the website and then you can go back and check the status after several minutes. You can then print the confirmation of acceptance (or rejection) from this location. The website does update much quicker but how will this affect our local units sending the state office the confirmation of acceptance? Glad you asked!!

The new confirmation screen will look like this:

The screenshot shows the IRS Confirmation screen. At the top left is the IRS logo. To the right, the text "ABC PTA" and "ORANGE County" is handwritten in blue ink. Below the logo, the word "Confirmation" is printed. Underneath, it says "Your Form 990-N (e-Postcard) has been submitted to the IRS". A list of details follows: Organization Name: PTA FLORIDA CONGRESS, EIN: (blank), Tax Year: 2014, Tax Year Start Date: 07-01-2014, Tax Year End Date: 06-30-2015, Submission ID: 1005520161180154783, Filing Status Date: 04-27-2016, and Filing Status: Accepted. A right-pointing arrow is next to the "Filing Status" line. At the bottom, there is a link that says "MANAGE FORM 990-N SUBMISSIONS". In the top right corner, there are links for "Home", "Security Profile", and "Logout".

Once you see this screen please follow these steps to ensure the state office receives the confirmation of acceptance for your unit:

*print the screen

*write the local unit name and county on the page

*scan and email the page to compliance@floridapta.org; or

*FAX to 407-240-9577; or

*mail to the office - Florida PTA, Attention: Compliance, 1747 Orlando Central Parkway, Orlando, FL 32809