

## INSTRUCTIONS FOR COMPLETING 990-N (E-postcard)

### How To File:

Type or cut/paste the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through their trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Once you click on the above link, you will need to create an account. **Your Login ID will be your EIN number. You will need to create a password specific to your school. *Please print out the page so you have a record of what your login ID and password is, so you can pass it along to the next Treasurer. Keep this in a secure location.***

### **Completing the form:**

#### **Page One:**

**Question A** – type in your PTA's **fiscal** year.

**Question B** – “Has your organization terminated or gone out of business”? **Answer “no”** (unless your PTA disbanded and you are filing for the final time).

**Question C** – Organization's legal name. *The EIN number you entered in the Login will reference “PTSA MICHIGAN CONGRESS OF PARENTS TEACHERS AND STUDENTS”. This line will automatically be filled in for you based on your EIN number. This is fine.....your unit is a subordinate under the umbrella of the Michigan PTSA. You will enter the name of YOUR unit on page 2.*

**Question D** – Type in your EIN number

#### **Page Two:**

On page 2, you will be asked for more information about Question C from page 1. It is here that you will list your PTA's “official” name (you may want to take it directly from prior tax forms) on the “DBA NAME” line. Next, you will need to enter in the official mailing address for your school.

**Question E** – Enter your organization's website address, if applicable

**Question F** – Give name/address for any principal officer. (Please use the President or Treasurer).

That's it! You can go back and review previous pages if you have a question or think you may have made an error. **Just click the “save page” button before you do, so you don't have to re-enter information.** Once all the information is input accurately, you can click the button “submit filing to IRS”.

You will then get a “pop-up response” saying *“Congratulations, your Form 990-N has been submitted to the IRS.”* Within approximately 30 minutes, you will receive an e-mail letting you know if the IRS has accepted/denied your e-Postcard. **Print out the pages you create for your records!!**

Questions?? Please contact Libby Benton, MPTSA Treasurer @ [libbyb99@wideopenwest.com](mailto:libbyb99@wideopenwest.com).

\*\*\*These instructions were provided courtesy of Amy Schuster, Rochester PTA Council Treasurer, 2008.