

GUIDELINES FOR FILING

Forms 990-N, 990EZ, 990 and 990-T

All U.S. Regular Sections must file an annual return with the IRS as described below:

1. The Pension Protection Act of 2006 requires that tax-exempt organizations that normally have annual gross receipts of \$25,000 or less must file an electronic [Form 990-N](#), "*Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required to File Form 990- or 990-EZ*," for tax years beginning in 2007. Filing can be done at the following website: <http://epostcard.form990.org>

Filing the e-Postcard is free and easy. To file, small tax-exempt organizations will need only a few basic pieces of information: the organization's employer identification number, its tax year, legal name and mailing address, any other names used, an Internet address if one exists, the name and address of a principal officer, and a statement confirming the organization's annual gross receipts are normally \$25,000 or less.

The due date for filing Form 990-N is the 15th day of the fifth month after the close of the tax year. This means, for example, that an organization whose most recent tax year ended on Dec. 31, 2009 must file Form 990-N by May 15, 2010. **The law provides that organizations that do not file Form 990-N for three consecutive years will lose their tax-exempt status.**

2. FORM 990EZ and FORM 990 (See Sample Copies Attached)

Form 990EZ is a short version of "Form 990 Return of Organization Exempt from Income Tax" and is designed for use by small tax-exempt organizations with **Gross Receipts greater than \$25,000, but less than \$100,000. Form 990 must be filed if Gross Receipts are \$100,000 or more.**

3. SCHOLARSHIPS

Sections that provide scholarship to individuals and file Form 990EZ should review the "Instructions for Form 990EZ, Page 8, Line 10 – Grants and similar amounts paid." Sections also need to review Appendix S, ISA's "Guidelines for Scholarship Programs."

4. FORM 990-T – EXEMPT ORGANIZATION BUSINESS INCOME TAX RETURN

Form 990-T must be filed (whether or not Form 990EZ or Form 990 is required) if the Section Gross Receipts of \$1,000 or more from business activities unrelated to the Section's tax exempt purpose. Advertising revenue is considered unrelated business income by the IRS.

SCHEDULE 1

FORM 990EZ
Gross Receipts & Expenses
(For Section Information Only)

Gross Receipts

Line 2 - Program Service Revenue

	<u>TOTAL</u>
Exhibition	\$15,000
Meetings	2,500
Conference & Course Fees	3,500
Newsletters (Advertising)	4,000
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<u>Total Line 2</u>	<u>\$25,000</u>

Gross Receipts from unrelated business (advertising and list sales) of \$1000 or higher requires filing a Form 990-T.