

990-n Filing

Although not required to pay tax on income, local leagues whose annual gross receipts are \$50,000 or less are required to electronically submit Form 990-N to the IRS every year

Time Frame: Filing is due by the fifteenth of the fifth month after the close of the local league's tax year. If your fiscal year is July 1 to June 30, your filing will be due on Nov 15.

You will need:

- a) The login and password for your league
- b) EIN –Employer Identification Number for your local League.
- c) Tax year
- d) Legal name and mailing address of the organization
- e) Name and address of one principle officer (president, treasurer)
- f) Web site address if the organization has one
- f) Confirmation that annual gross receipts are normally less than \$50,000

How to File:

Go to www.irs.gov

- Click on Charities & Non-Profits on the bar at the top of the page
- Scroll down the page and click on Annual Reporting and Filing Requirement
- Scroll down and then click on Annual electronic notice ePostcard for small exempt organizations.
- Scroll down and then click Ready to File
- It takes you to a new screen. Form 990-N Electronic Filing System (e-Postcard). You'll be prompted for log in. You need a username to log in. Your previous treasurer should be able to give you that. (If not you may need to use the create a new account option.)

If you need further help, you can call : IRS customer Account Services Help Line 877-829-5500