

New annual electronic tax filing requirement for U.S. teams

Small tax-exempt organizations whose gross receipts are normally \$25,000 or less* may be required to electronically submit Form 990-N, also known as the e-Postcard.

- Gross receipts are the total amounts the organization received from all sources during its annual accounting period, *without subtracting any costs or expenses*.
- An organization's gross receipts are considered to be \$25,000 or less if the organization:
 - Has been in existence for 1 year or less and received, or donors have pledged to give, \$37,500 or less during the organization's first tax year;
 - Has been in existence between 1 and 3 years and averaged \$30,000 or less in gross receipts during each of its first 2 tax years; or
 - Is at least 3 years old and averaged \$25,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

The Pension Protection Act of 2006 added this filing requirement to ensure that the IRS and potential donors have current information about your organization.

Note that this affects most Beginning Experience® teams in the United States.

How To File

Go to the IRS website at www.irs.gov and click on the Charities & Non-Profits tab. That will bring up <http://www.irs.gov/charities/article/0,,id=169250,00.html>

Click the link on that page to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting 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 partner, the Urban Institute.

NOTE: The form must be completed and filed electronically. There is no paper form.

Follow the steps indicated:

STEP 1: Register as a New User and Obtain a Login ID

To obtain a login ID, you will need your team's employer identification number (EIN). The system will automatically generate your login ID based on the EIN.

If you do not know your team's EIN, or are unsure, call the International Ministry Center at 866-610-8877.

STEP 2:

Once you have a login ID, you can access the system and create your e-Postcard. The e-Postcard is a simple form that should take less than 10 minutes to fill out. You will need the following information to complete your e-Postcard:

- Your team's Employer Identification Number (EIN).
- Your team's legal name

- Any other names under which your organization does business (dba names)
- You will need to state whether your organization has terminated (gone out of business)
- You will need to state that your gross receipts are normally less than \$25,000
- The address (or PO box), city, state and zip code for your organization
- Your organization's website address (if you have one).
- The name of one of the principal officers of your organization.
- The address (or PO box), city, state and zip code of the officer.

STEP 3: Submit your Form 990-N (e-Postcard)

Due Date of the e-Postcard

The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, 2007, the e-Postcard is due May 15, 2008. You cannot file the e-Postcard until after your tax year ends.

Your team bylaws state the team's fiscal year end. Look there to determine the due date for your team.