

Supreme Council Columbiettes - Let's Learn

October 2023

IRS Information - 990-N Filing

How and Where to File

It is important that all States, Chapters, and Auxiliaries file the 990N e-postcard online if your gross receipts are less than \$50,000, unless otherwise instructed.

Use this link to connect to the IRS website:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Midway down the page, click on the box that says, "Submit Form 990N (e-postcard)". Follow log in instructions. Confirm that all of the information for the president is up to date (fix any errors). Do not change your Auxiliary Name! This is provided to the IRS by Supreme. Answer the questions and file.

Know your Tax Year for Correct Filing Dates

If your tax year is January 1 – December 31, your filing due date is April 15. You are filing for the previous year.

Example: *January 1 – December 31, 2023, when you file on April 15, 2024, you are filing for the 2023 tax year.*

If your tax year is September 1 – August 31, your filing due date is January 15. You are filing for the year your tax year began.

Example: *September 1, 2022 – August 31, 2023, you are filing for the 2022 tax year.*

Keep in mind the IRS traditionally shuts down the website for updates mid-January through February or March.

File early so you are not locked out and your tax return is then delinquent. Filing takes less than 15 minutes!!!

If you have questions about this process, please contact:

Elena McFarland, Director
Supreme Council Columbiettes
SupremeIRSQA@Columbiettes.com
(908) 783-8168