

# *Information You Will Need to File the* **990 N e-Postcard**

**The e-Postcard is easy to complete. All you need is the following information about your organization.**

**Visit the IRS website at [www.irs.gov](http://www.irs.gov) for more detailed information.**

- Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)).
- Tax year
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Web site address if the organization has one
- Confirmation that the organization's annual gross receipts are normally \$25,000 or less

## **Due Date of the e-Postcard**

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year (aka fiscal year.)

For example, if your tax year ended on July 31, 2010, the e-Postcard is due no later than December 15, 2010, but you may file anytime prior to the deadline following the close of your tax year.

## **Check your bylaws to confirm your tax year!**

More about filing the 990N is also on this page of the IRS site:

<http://www.irs.gov/charities/article/0,,id=169250,00.html>