



## Frequently Asked Questions About Form 990-N and Form 990-EZ

### *What is the Form 990-N and 990-EZ?*

Forms 990-N and 990-EZ are used by smaller tax-exempt organizations to provide the IRS with information on the filing organization's mission, programs, and finances, as required by Section 6033 of the Internal Revenue Code of 1986, as amended (the "Code"). Larger exempt organizations are required to file the regular, full version of Form 990.

### *What is the difference between Form 990-N and 990-EZ?*

The deciding factor between an exempt organization using Form 990-N and 990-EZ lies in the amount of gross receipts that the organization collects in a year.

Form 990-N (commonly referred to as the "e-Postcard") is a short, electronic return that nonprofits may file if they generate less than \$50,000 in gross receipts.

Form 990-EZ is a two-page return that exempt organizations may file if they generate less than \$200,000 in gross receipts and own assets valued at less than \$500,000.

The full-blown Form 990 is required for exempt organizations that generate more than \$200,000 annually in gross receipts and/or own assets valued at \$500,000 or more.

### *What are considered "gross receipts" in this context?*

Gross receipts constitute revenue from ALL sources in a fiscal period.

### *When are Form 990-N and 990-EZ due?*

Form 990-N and Form 990-EZ must be postmarked by the 15th day of the 5th month following the close of the organization's tax year. For calendar-year organizations, Form 990 filings are due by May 15<sup>th</sup> each year (extensions are possible).

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*What happens if an exempt organization does not file Form 990-N or 990-EZ?*

While there is no immediate penalty for a late filing or one missed filing, an exempt organization that fails to file the required Form 990 annual return for three consecutive tax years automatically loses its tax-exempt status. The revocation of an organization's tax-exempt status does not take place until the filing due date of the third year. For example, if your e-postcard was due on May 15, 2018 (for tax year 2017) and you did not timely file in 2015, 2016 or 2017, the organization would lose its tax-exempt status effective May 15, 2018. Once an organization's exempt status is revoked, it has to reapply to have its exempt status reinstated by filing Form 1023.

*Where do I go to file 990-N or 990-EZ?*

To file Form 990-N, go to <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

To file Form 990-EZ, go to <https://www.irs.gov/forms-pubs/about-form-990ez> for details and a PDF version of Form 990-EZ.