

## IRS FILING INSTRUCTIONS FOR ALL NARFE CHAPTERS AND FEDERATIONS

The IRS requires all NARFE chapters and federations, without exception, to file a tax return regardless of how much income they earned in 2018. If you did not have any taxable income in 2018, you will still need to file Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations*. This form is only available on the internet. The link to the new website appears below.

The IRS will revoke the tax-exempt status of your organization if you fail to file your taxes for three consecutive years. You will have to apply (or reapply) and pay the appropriate user fee to have your tax-exempt status reinstated if it is revoked because you failed to file for three consecutive years.

### **The 990 Filing thresholds for the 2018 tax year are:**

1. File the Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations* that is only available on the internet at <https://sa.www4.irs.gov/epostcard/>. Use this form if your federation or chapter **gross** receipts in 2018 were \$50,000 or less. Use the Form 990-N Electronic Filing System (e-Postcard) user guide while registering and filing. The link for the user guide is <https://www.irs.gov/pub/irs-pdf/p5248.pdf>
2. File a **Form 990**, “Return of Organization Exempt from Income Tax” (or the short form, **990-EZ**) if your organization had gross receipts greater than \$50,000 but less than \$200,000 and total assets less than \$500,000. Organizations with gross receipts of \$200,000 or more, or total assets of \$500,000 or more, must file Form 990 and “NOT” the 990-EZ.
3. File a **Form 990-T**, “Exempt Organization Business Income Tax Return” with the IRS if, in 2018, your federation or chapter had income (revenue minus cost of goods sold) of \$1,000 or more derived from an activity that was substantially unrelated to the main purpose of your federation or chapter. The IRS excludes membership dues, interest on dues, bake sales, white elephant sales, etc. but revenues such as advertising revenue are included in reportable revenues.

The forms 990, 990EZ and 990-T and instructions for completion are available at your nearest IRS office or online at <http://www.irs.gov/app/picklist/list/formsInstructions.html>

As discussed above, chapters and federations that do not meet the requirements for filing the 990 or 990-EZ form must file Form 990-N, also known as the e-Postcard, electronically with the IRS annually. Form 990-N is not available in paper form. It is only available online at:

<https://sa.www4.irs.gov/epostcard/>

Completing the e-Postcard requires the eight items listed below:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year

3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual [gross receipts](#) are \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

It is important that you know the correct EIN number for your organization. If you do not know your organization's EIN number, contact the Governance Department at (703) 838 7760 X 273 or email [fedchpsrvcs@narfe.org](mailto:fedchpsrvcs@narfe.org). Do not use any EIN that ends in "4700" because it belongs only to the parent company, NARFE HQ. In addition, if you fill out the more detailed IRS Forms 990T and 990 you must show NARFE's group exemption, GEN 1599. You also need this number on all correspondence to the IRS. This number identifies your chapter or federation as a subordinate of NARFE under the group exemption letter.

You should provide the name of your chapter or federation and an address for your organization. Do not use the Alexandria, Virginia address of NARFE headquarters when filing the ePostcard or any other IRS form, please use a mailing address where you would like to receive your mail.

The "Principal Officer" of your chapter or federation is your chapter or federation President or any other chapter or federation officer designated for this purpose. Your principal officer is "**not**" Kenneth Thomas, the National President of NARFE.

If a chapter or federation files the Form 990 or Form 990-EZ instead of the e-Postcard (Form 990N) it must complete the entire return. Incomplete or partially completed forms will not satisfy the annual filing requirement.

The filing deadline for all IRS Forms is the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of your fiscal year. Hence, if your fiscal year ends on December 31, 2018, you must file by May 15, 2019.

You can view filed e-Postcards on <http://www.irs.gov/app/ePostcard/>. The IRS updates this website weekly.

NOTE: NARFE is a 501(C) (5) organization and is exempt from federal income taxes. However, NARFE and its subordinate units are not exempt from state and local sales taxes.