



TREASURERS

NOT-FOR-PROFIT ENTITIES

There are 4 types of filings:

- 990-N (postcard)
- 990-EZ
- 990
- 990-PF

990-N (postcard)

- Gross receipts $\leq$ \$50,000
- Can ONLY be submitted electronically
- [Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\) | Internal Revenue Service \(irs.gov\)](#)

990-EZ

- Gross receipts $<$ \$200,000 AND total assets $<$ \$500,000

990

- Gross receipts $\geq$ \$200,000 OR total assets $\geq$ \$500,000

990-PF

- Private foundation
- Must be filed regardless of financial status

Exempt Organization Types:

- Charitable organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational are tax-exempt under Section 501(c)(3)
- Private foundations typically have a single major source of funding, and most have as their primary activity the making of grants to other charitable organizations/individuals, rather than the direct operation of charitable programs. These are exempt under Section 501(c)(3).
- Other nonprofits include social welfare organizations, civic leagues, social clubs, labor organizations, and business leagues. These may qualify for tax exemption under subsections OTHER THAN Section 501(c)(3).

Applying for an EIN for LeTip Chapter

1. Apply for EIN through IRS' website using the following link:
<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
2. Select type of legal structure → View additional types → Select "Other Non-Profit/Tax-Exempt Organizations"
3. "Why is the Non-Profit/Tax Exempt Organization requesting an EIN?" → Started a new business
4. Responsible Party → Use one of the Board Members' information (President or Treasurer) → select "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs."
5. "Where is the Non-Profit/Tax-Exempt Organization physically located?" → Enter the Responsible Party's address → "Do you have an address different from the above where you want your mail to be sent?" → Select "Yes", and enter the P.O. Box that is used for the chapter.
6. "Tell us about the Non-Profit/Tax-Exempt Organization." → Complete legal name with name of chapter (Ex. LeTip of ABC), county and state where chapter located. Non-Profit/Tax-Exempt Organization start date will be the month and year you are applying for the EIN.
7. Select "No" to all questions on following page.
8. "What does your business organization do?" → Select "Other", then enter in the box under "Other – please specify your primary business activity" the words "Business Association".
9. Select "Receive letter online" and save a copy of the IRS EIN letter for the chapter's permanent records. This will be needed for opening a bank account, and filing tax returns.
10. Form 990/990-EZ, Return of Organization Exempt From Income Tax, will need to be filed every year by May 15th.
 - a. The tax-exempt status is 501(c)(6).
 - b. The form of organization is an "Association".