West Virginia PTA®

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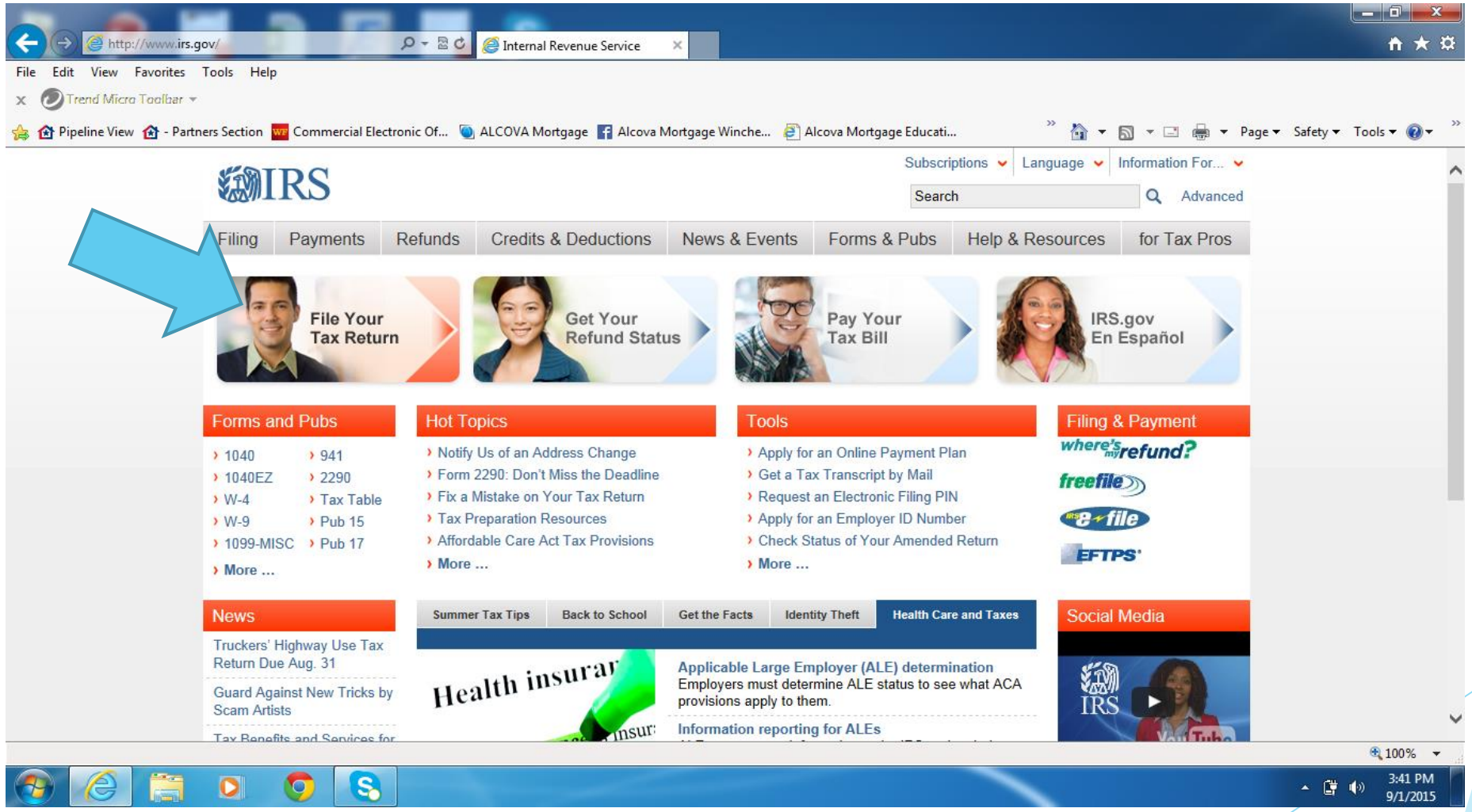
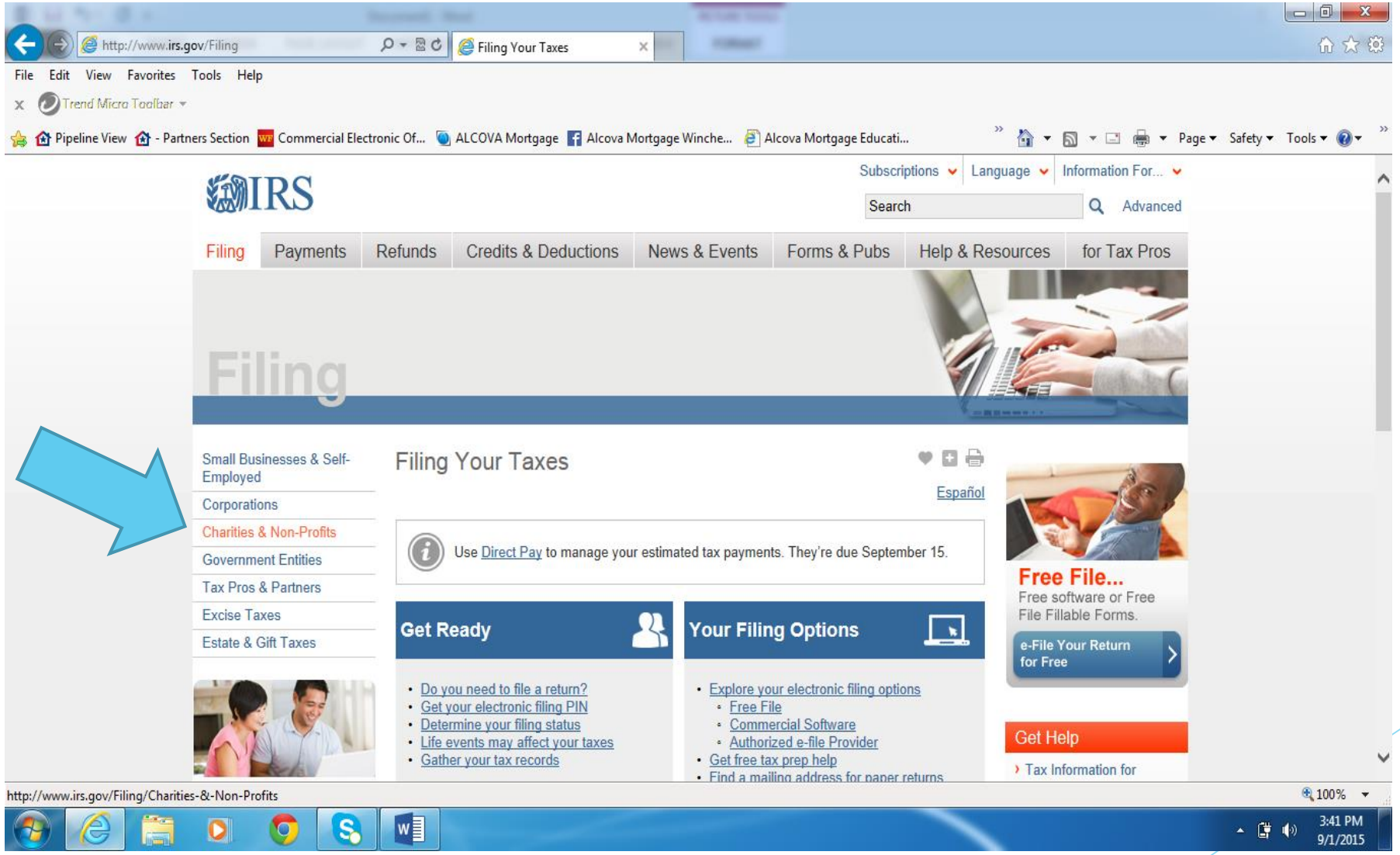
Step-by-Step Instructions to complete the 990N

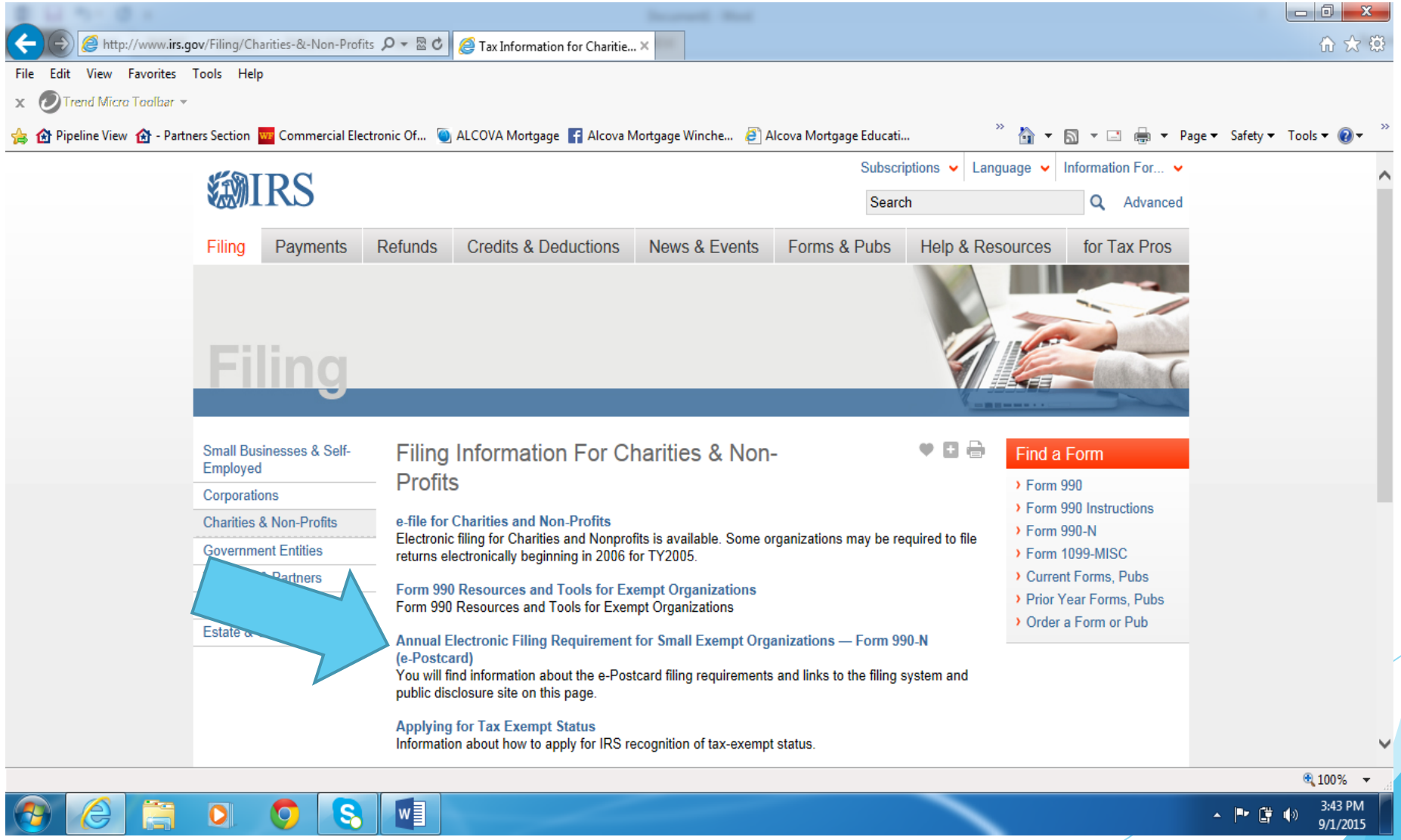
Step 1: Go to www.irs.gov
Step 2: Click on “File Your Tax Return”



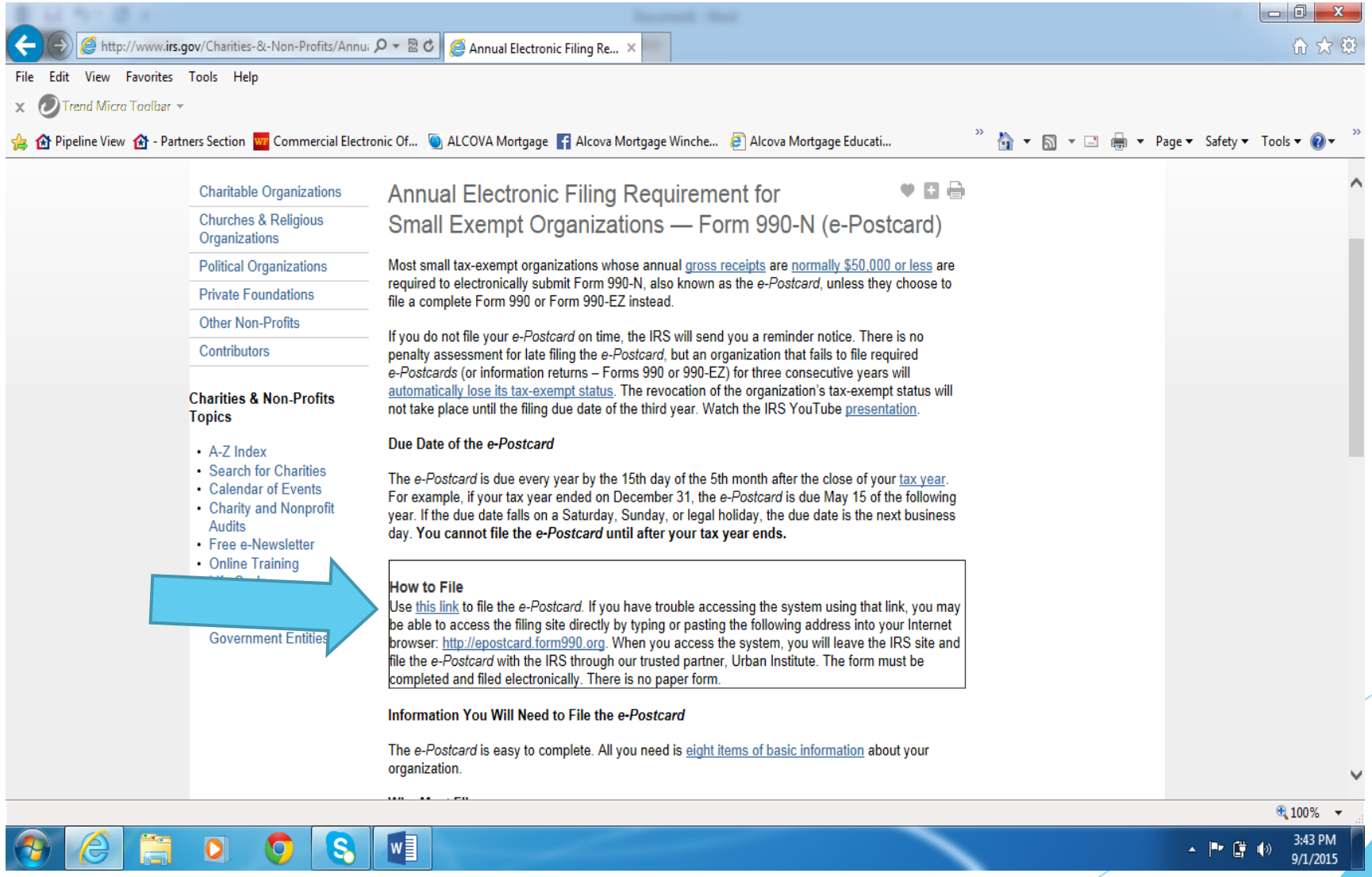
Step 3: Click on Charities & Non-Profits



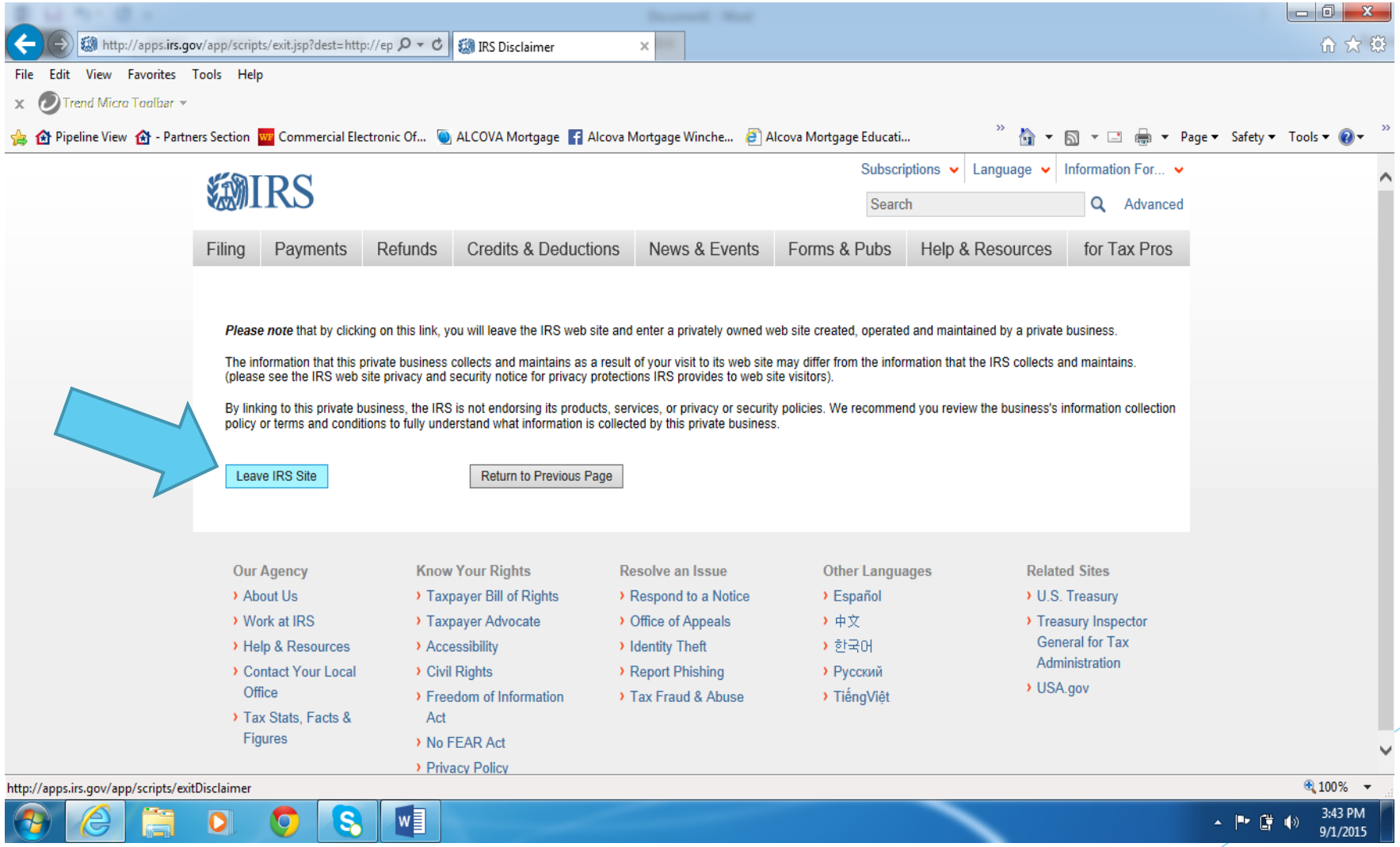
Step 4: Click on “Annual Electronic Filing Requirement for Small Exempt Organizations Form 990-N E-Postcard”



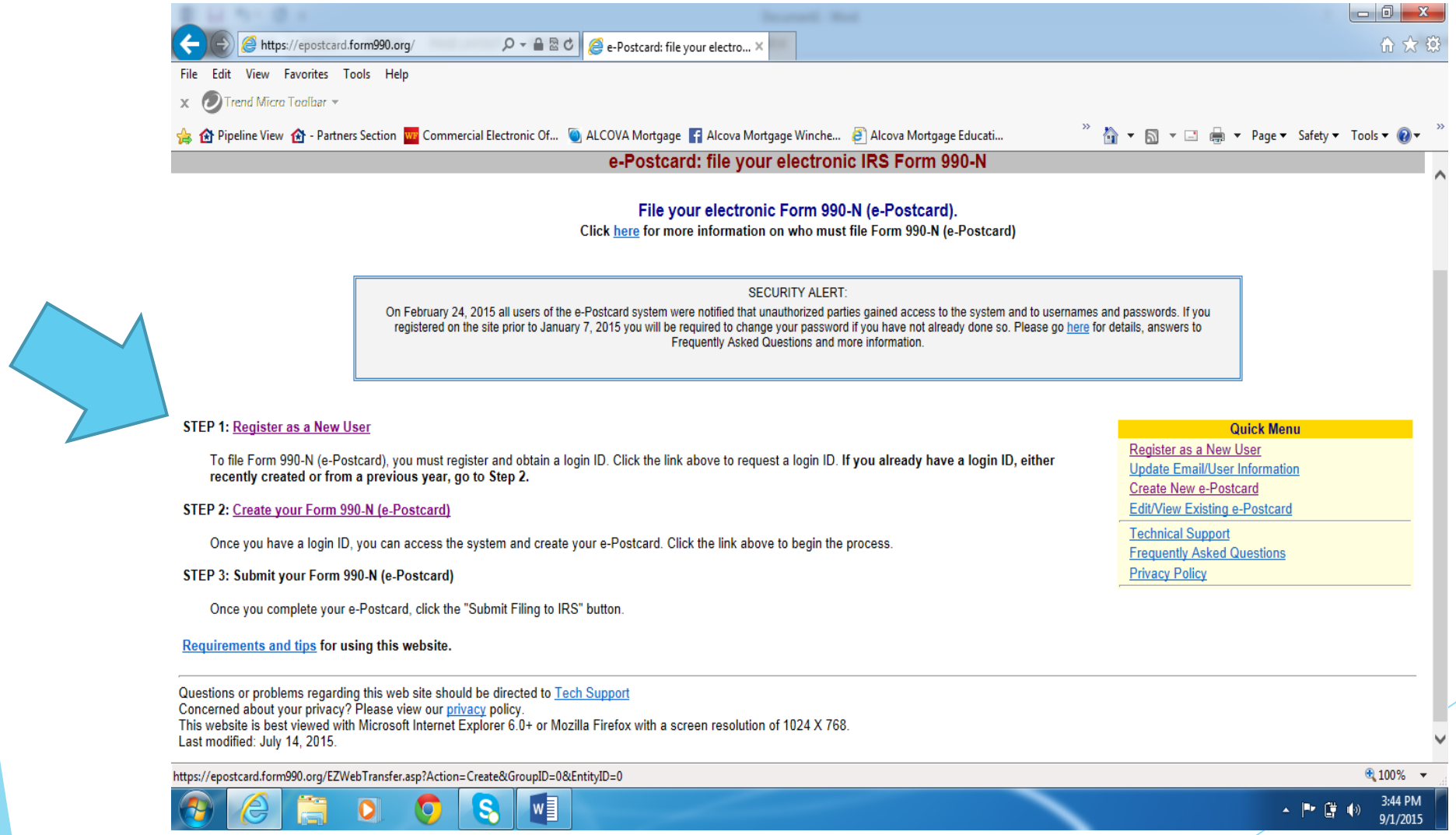
Step 5: In the box located in the center of the screen, under “How to File”; click on this link highlighted in blue.



Step 6: Click on “Leave IRS Site”



Step 7: If you need to register as a new user, Click on “Register as a New User” and follow the steps on the next slide

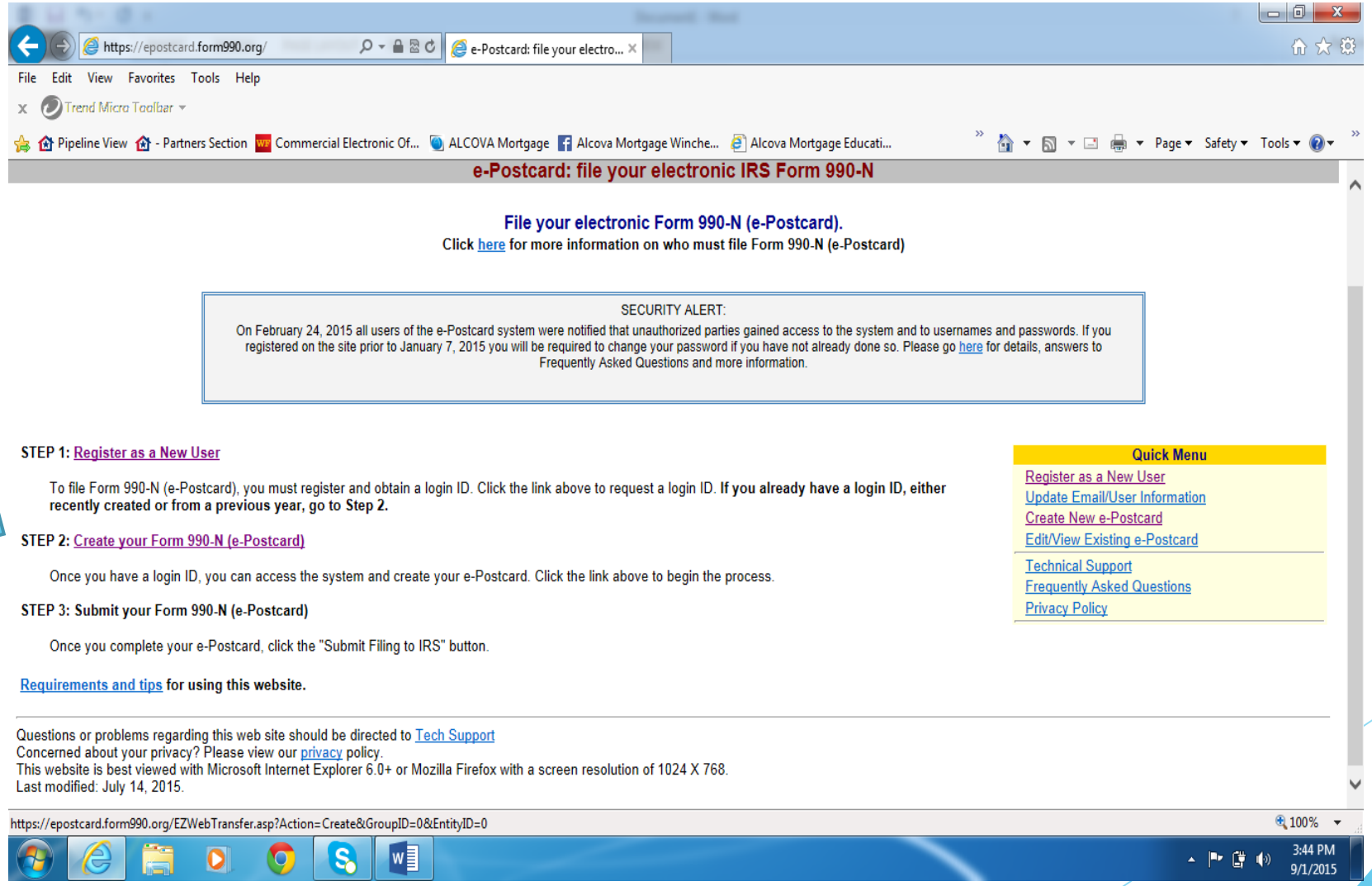


- Step 1: Register as a New User (*or go to next page*)

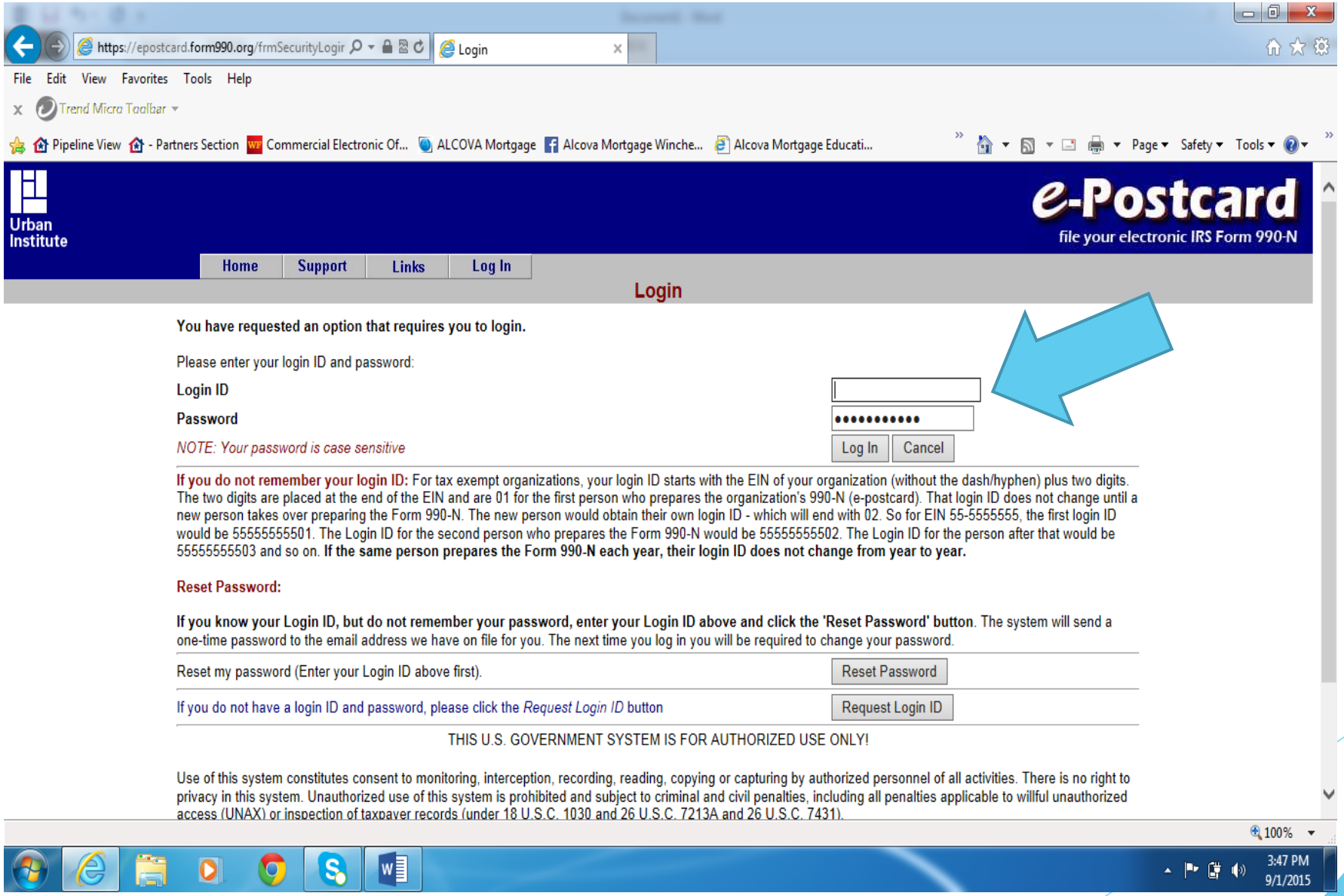
- ***If you do not know your login ID or are a first time user*:**
- **Y**our login ID starts with the EIN of your organization (without the dash/hyphen) plus two digits. The two digits are placed at the end of the EIN and are 01 for the first person who prepares the organization's 990-N (e-postcard). That login ID does not change until a new person takes over preparing the Form 990-N. The new person would obtain their own login ID - which will end with 02. So for EIN 80-0672594, the first login ID would be 80067259401. The Login ID for the next person who prepares the 990-N would be 80067259402, and so on. **If the same person prepares the Form 990-N each year, their login ID does not change from year to year.**

- **Once this step is completed, it will list the organization as West Virginia Congress of Parents and Teachers. Follow the prompts and fill out the information requested and create a new password.**

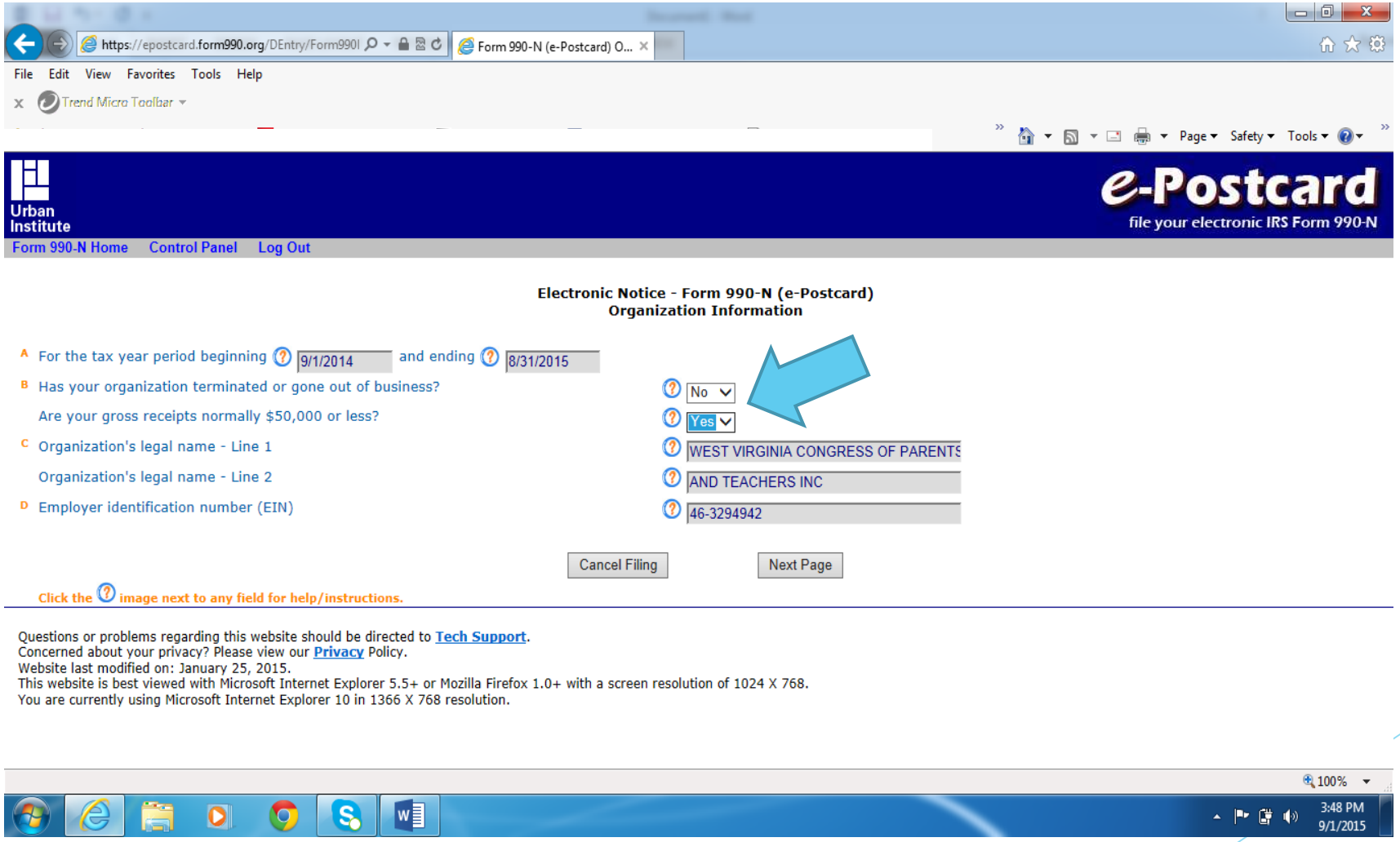
If you know your login and password, skip Step 1 and proceed to Step 2: Create your Form 990-N (e-Postcard)



Enter your Login ID and Password, click “Log in”



Question A will auto-populate the tax year period for you
Question B will answer “no” to gone out of business
and will answer “yes”, if less than $50,000 in gross receipts
Remaining information will auto-populate. Click Next Page

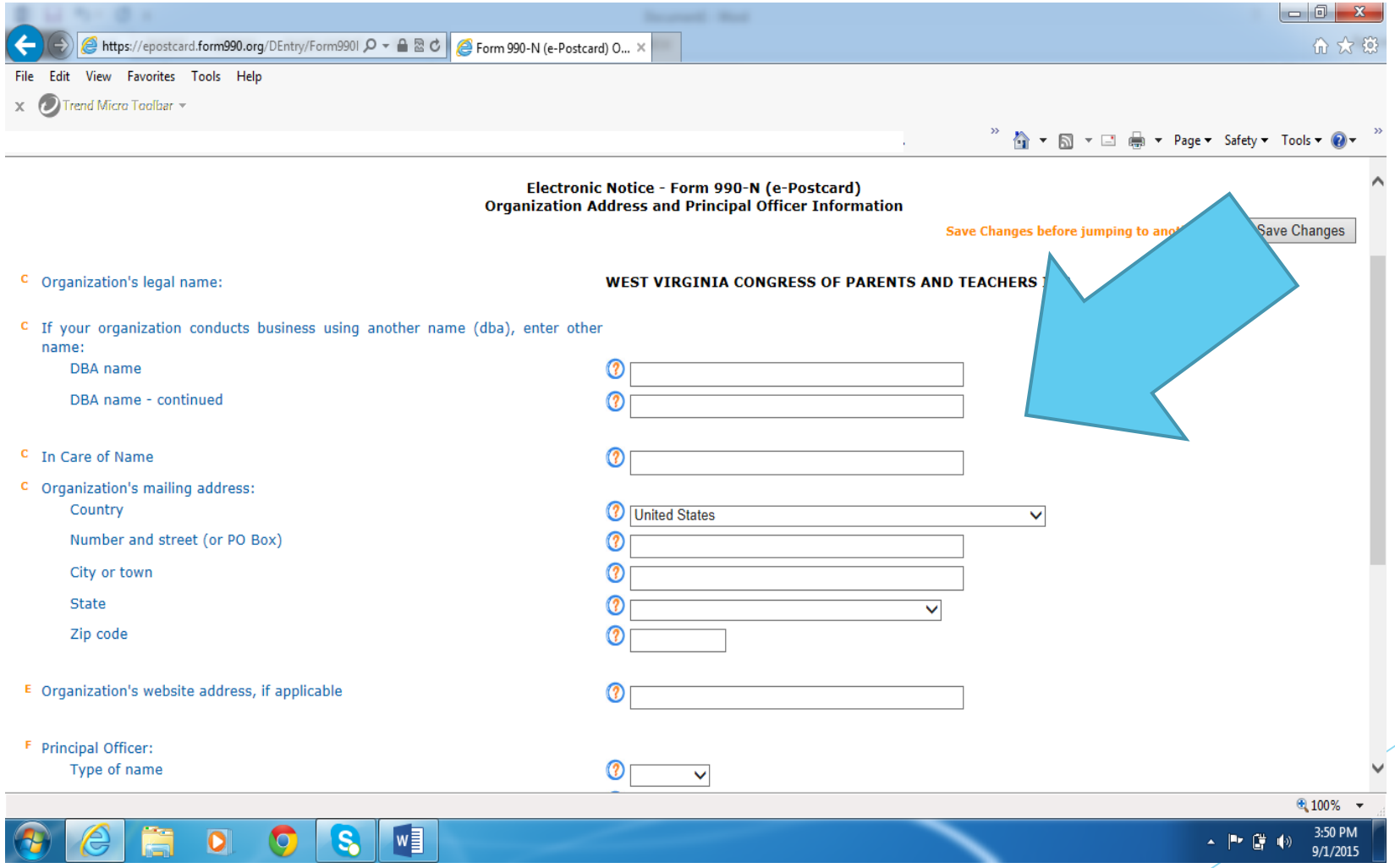


Fill in the following information:

DBA name – Your PTA's name

In care of name – President or Treasurer's name

Organization's mailing address – school's address



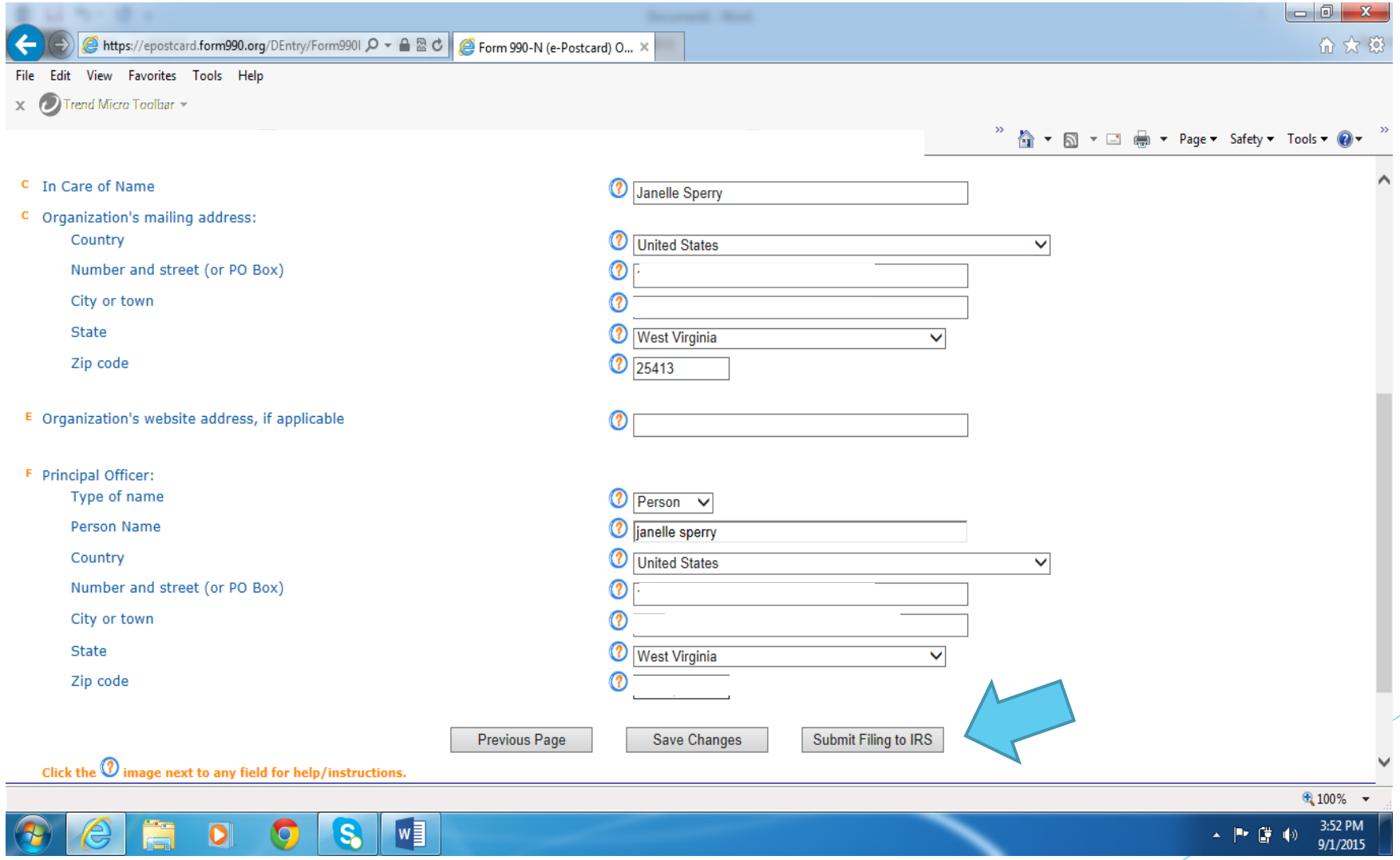
Fill in the following information:

In Care of Name: President or Treasurer

Organization's mailing address: School address

Principal Officer: President's name and address

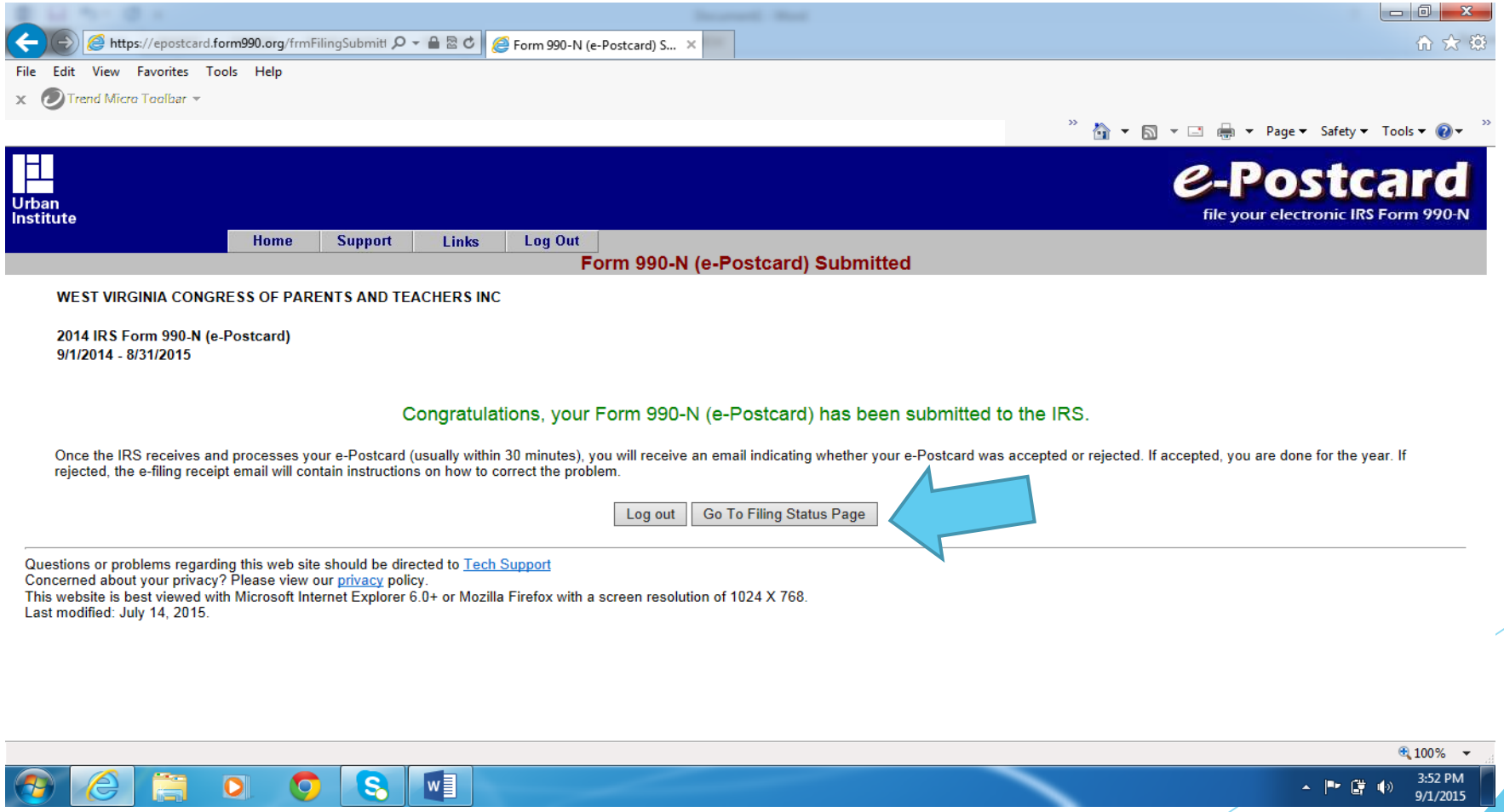
Click on "Submit Filing to IRS"



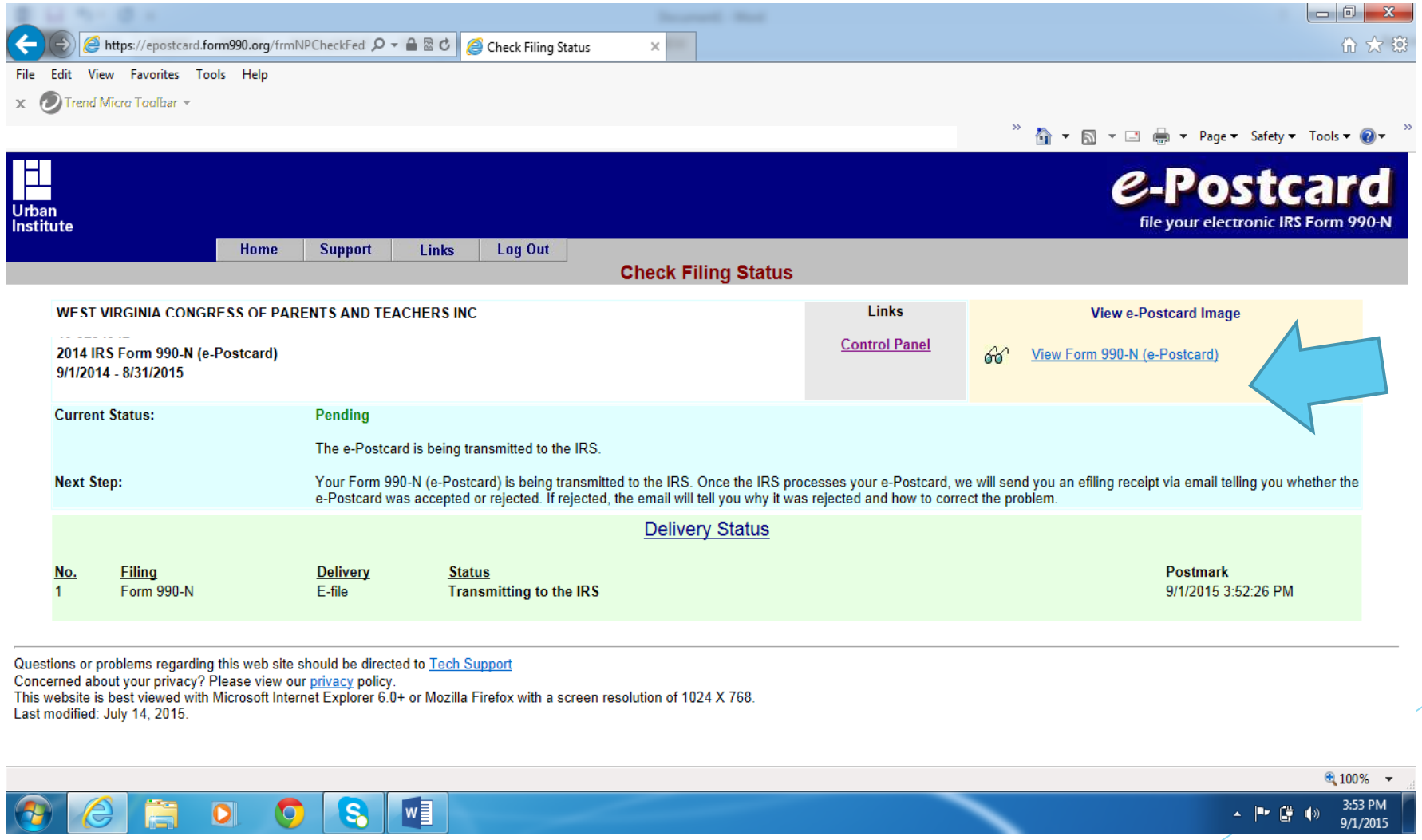
1.) Print this page to confirm your Form 990-N has been submitted.

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

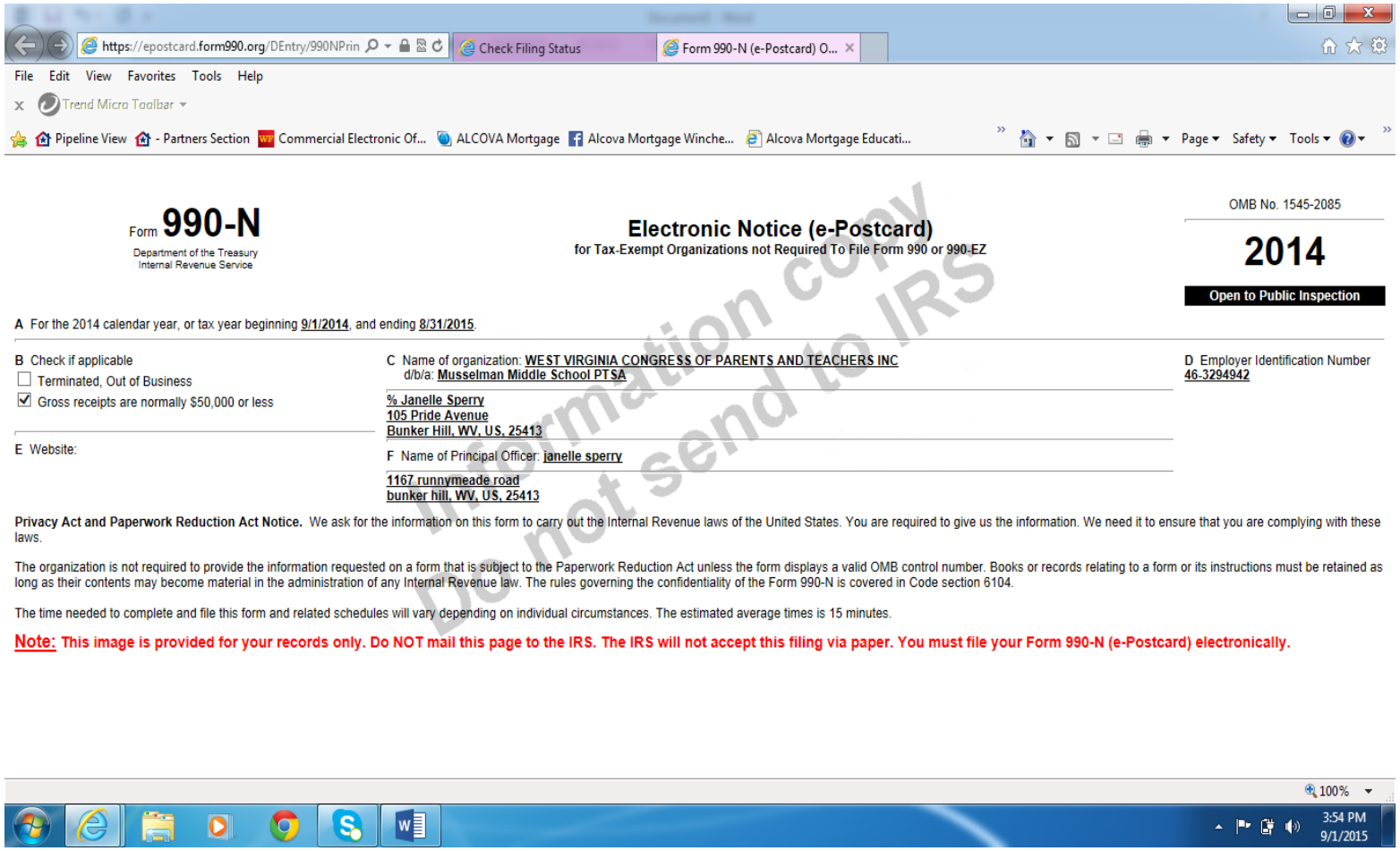
2.) Click on “Go To Filing Status Page”



This page confirms your delivery status. You can click on “View Form 990-N (e-Postcard) and print a copy of the completed e-Postcard.



Print a copy of your electronic notice (e-Postcard). Approximately 30 minutes after filing, you will receive an email from epostcard@urban.org accepting your e-Postcard. Print this email for your records and then forward to treasurer@westvirginiapta.org



https://epostcard.form990.org/DEntry/990NPrin

Check Filing Status | Form 990-N (e-Postcard) O...

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Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085

2014

Open to Public Inspection

A For the 2014 calendar year, or tax year beginning 9/1/2014, and ending 8/31/2015.

B Check if applicable
☐ Terminated, Out of Business
☑ Gross receipts are normally $50,000 or less

C Name of organization: WEST VIRGINIA CONGRESS OF PARENTS AND TEACHERS INC
d/b/a: Musselman Middle School PTSA

% Janelle Sperry
105 Pride Avenue
Bunker Hill, WV, US, 25413

D Employer Identification Number
46-3294942

E Website:

F Name of Principal Officer: janelle sperry

1167 runnymeade road
bunker hill, WV, US, 25413

Information copy
Do not send to IRS

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

100%

3:54 PM
9/1/2015

That‘s it! You’ve just completed the 990N for your Local Unit!