

## FILE AN IRS 990-N POSTCARD

The IRS has approved the 501c3 status of both the Spartan Athletic Club AND each of the individual booster clubs as “subordinate organizations”. This means:

You can (MUST) file an IRS 990-N Electronic Postcard. The instructions are below. This MUST be done annually (between June 1 and October 15) or the IRS may revoke the tax exempt status of your individual club. This would make you ineligible to be considered under the group exemption and would require filing your own 501c3 status (\$800, 35 pages of paperwork, & years for approval).

### **To File your 990-N E-Postcard you must follow these instructions:**

- 1) Go to: <http://epostcard.form990.org/> (Note that you must use **YOUR OWN** Employer Identification Number (EIN), not that of the Spartan Athletic Club. See list in the Exemption Letter Packet if you don't know your number – e-mail us for a copy of the packet if you don't yet have a copy).

NOTE THAT 2-5 MAY BE DIFFERENT IF YOU ARE ABLE TO LOG IN WITH LAST YEAR'S ACCOUNT INFO

- 2) Click “Register as a new user” (or figure out your login from last year).
- 3) Make sure you enter YOUR EIN, complete the next page, and the system will send you an e-mail to confirm your account. CLOSE YOUR BROWSER before you click the link in the e-mail.
- 4) Confirm your EIN # (note they add a # after it (01 it looks like) and enter your password that you set up in #3 above to confirm the registration.
- 5) Click the “Create 990-N Postcard Now” link.
- 6) The tax year should be pre-filled 6/1/20xx-5/31/20xx. Answer the other questions & verify your EIN number. (Note: NO you haven't gone out of business & YES, your receipts are normally less than \$50,000). Click “Next Page”.
- 7) Complete next page: Verify your organization name at the top of the page; complete address & principal officer fields. (You may use the organizations address for the principal officer's address (enter it twice)).
- 8) Click “Submit filing to the IRS”, and confirm selection in the pop-up box.
- 9) PRINT the “Congratulations” page showing your 990-N has been filed. Keep a copy for your records, and send a copy to [info@spartanac.org](mailto:info@spartanac.org) or to our PO Box.

AGAIN – THIS MUST BE DONE ANNUALLY...It should take 5-15 minutes total. Thank you!