## BVA Regional Group 990-N Filing Instructions

What is 990-N?

The Internal Revenue Service (IRS) Form 990-N is an annual electronic filing for tax-exempt organizations. Any small tax-exempt group with an annual revenue less than $50,000 must file this form. All 990-N forms must be submitted electronically, there is no paper version of this form. Failure to file this form for three consecutive years will result in a loss of the organization's tax-exempt status.

When is 990-N due?

Form 990-N is due 5 months after the ending of the organization's fiscal year. For example, if your tax year ended on June 30th, your form 990-N must be filed by November 15th of the next year. If your tax year ends on December 31st, your form 990-N will be due May 15th. The Form 990-N cannot be filed until after your tax year ends.

Information needed to file

An organization will need these eight items to file their 990-N forms:

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

2. Tax year dates

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 less than $50,000

8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

Where to find Form 990-N

All first-time organization filers must register at IRS.gov before filing their 990-N form. Go to www.irs.gov/registration to register. Once you are registered, log into the system at www.irs.gov/login and begin filling out the form. For more information and troubleshooting tips, utilize the User Guide found at www.irs.gov/p5248.pdf.

Accessible Forms

The IRS has created an accessible forms and publications site for individuals utilizing assistive technology, as well as contact information for any accessibility issues. Go to www.irs.gov/accessible-irs-tax-products to access these forms.

After filing

To check on the status of your 990-N Form, log into the filing system and go to the manage submission page. On this page, you will be able to check whether your form was accepted or rejected. For any further questions, visit www.irs.gov/after-you-file.