

Chapter Skill-Building Webinar: Working with the IRS



Welcome from National NOW Action Center



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Purpose

To identify the IRS requirements for chapters and the processes and resources for meeting them.

Agenda

- IRS Requirements
- EIN Numbers
- 990-N e-Postcards
- How to Get Revoked Tax-Exempt Status Back

IRS Requirements

Every chapter of NOW is required to:

- Have its own EIN number
- File a 990-N e-Postcard or 990-EZ every year



What is an EIN Number?

- An **E**mployer **I**dentification **N**umber; it identifies a business entity
- Issued by the IRS; it is a free service
- Necessary for:
 - Setting up a bank account
 - Filing taxes for your chapter.

How Does Your Chapter Get an EIN?

- Go to the Chapters' Only Site.
- In Chapter Resources box click: **IRS Status Information for Chapters** and click on **how to apply for a Tax Id or EIN number**,
- Apply via phone, snail mail or online at <https://sa1.www4.irs.gov/modiein/individual/index.jsp>.

For IRS Information



National Organization for Women



taking action for women's equality since 1966

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JOIN OR DONATE

sign up for emails

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Look up by zip code	Illinois	Nebraska	South Dakota
Alabama	Indiana	Nevada	Tennessee
Alaska	Iowa	New Hampshire	Texas
Arizona	Kansas	New Jersey	Utah
Arkansas	Kentucky	New Mexico	Vermont
California	Louisiana	New York	Virginia
Colorado	Maine	North Carolina	Washington
Connecticut	Maryland	North Dakota	West Virginia
Delaware	Massachusetts	Ohio	Wisconsin
District of Columbia	Michigan	Oklahoma	Wyoming
Florida	Minnesota	Oregon	Look up by zip code
Georgia	Mississippi	Pennsylvania	For chapters
Hawaii	Missouri	Rhode Island	
Idaho	Montana	South Carolina	

RATIFY WOMEN!

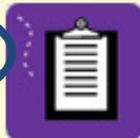
IRS Information

NOW's Internal Web Site for Chapter Leaders

[Action Kits](#) [Toolbox](#) [Chapter Resources](#) [About NOW](#)

Chapter Resources

[IRS Status Information for Chapters](#)



[If Your Chapter's Tax-Exempt Status Has Been Revoked](#)

[Fiscal Management for Chapters](#)

[Who Speaks for NOW?](#)

[Legal Issues for Chapters](#)

[Model Chapter Bylaws and Operating Rules](#)

[Policy for Interaction Between Chapters Sharing the Same Geographical Area](#)

[Merging and Dissolving Chapters](#)

[Coalition Guidelines](#)

[How to Organize a Court Watch Project](#)

[When a Call Comes to NOW About Custody Litigation](#)

[Examples of Chapter Actions](#)

About NOW & Other Info

[All About NOW](#)

[NOW 101 - PDF \(06/11\)](#)

[NOW History](#)

[NOW's Priority Issues](#)

[Responsibilities within NOW](#)

[Chapter & State Leadership Memos \(05/12\)](#)

[Chapter Rebate Reports \(03/13\)](#)

[NOW and NOW Foundation Action Center Staff Contact List \(02/13\)](#)

[NOW National Board List \(01/13\)](#)

[National Board Minutes \(03/12\)](#)

[Press Clips \(03/12\)](#)

[National NOW Bylaws](#)





EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

For help or additional information on any topic, click the underlined key words, or view Help Topics on the right side of the screen. Make sure that pop-ups are allowed from this site.

About the EIN Assistant

- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.

Other Considerations

- Email your EIN to the Action Center.
- If you change your EIN, please let us know.



Raise Your Hand

- Does your chapter need to set up an EIN number?
- Is anyone unsure if their chapter has an EIN?

Discussion Questions

- How long did it take your chapter to set up an EIN number?
- Does your chapter have an active treasurer?

Most NOW Chapters are Tax-Exempt

- NOW's group exemption letter
 - On the chapters only website.
 - Grants chapters the same tax-exempt status as National NOW
- 501(c)4 tax status
 - Donations are NOT tax deductible to giver
 - Chapter pays no income tax
- Most chapters are included in group exemption; list updated annually

Yearly IRS Tax Filing Requirements

- If your chapter's yearly income is less than \$50,000
- Then file 990-N e-Postcard
- If year chapter's yearly income is \$50,000-\$200,000
- Then file Form 990-EZ

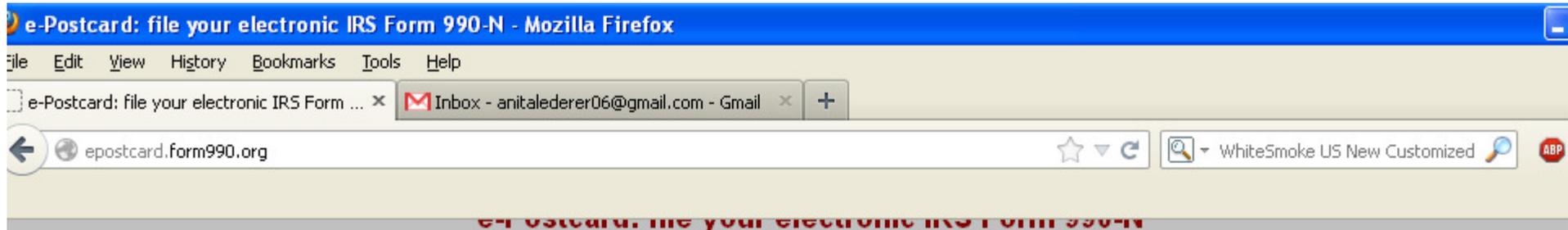


Deadline: May 15 (for most)



990-N e-Postcards

- Go to *IRS Status Information for Chapters* on the Chapters' Only Site.
- Click on <http://www.now.org/chapters/internal/leadership/81307irsmemo.html> for instructions on how to fill out the 990-N e-postcard.
- Then go to <http://epostcard.form990.org/> to file your postcard.



File your electronic Form 990-N (e-Postcard).

Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE:

If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. **If you already have a login ID, either recently created or from a previous year, go to Step 2.**

STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)

Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

[Requirements and tips](#) for using this website.

Quick Menu
Register as a New User
Update Email/User Information
Create New e-Postcard
Edit/View Existing e-Postcard
Technical Support
Frequently Asked Questions
Privacy Policy

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy](#) policy.

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

What's on the 990-N?

- Chapter EIN
- Chapter name and address
- Chapter officer name and address
- Annual tax year
- Estimate of chapter income (e.g., under \$50,000)



Raise Your Hand

- Have you ever filed the 990-N e-Postcard for your chapter?

Discussion Questions

- Does your chapter have any difficulties with this form?
- How long does it take?
- What does your chapter do to make sure that this form is filed every year?
- Who in the chapter fills out this form?

Raise Your Hand

- Has your chapter lost its tax-exempt status?

If Your Chapter Loses Tax-Exempt Status

- If your chapter fails to file a 990-N for 3 consecutive years, then your chapter's tax-exempt status will automatically be revoked.
- The IRS sends a letter informing you that your status has been revoked.
- To regain tax-exempt status:
 - File Form 1024
 - Pay \$400 fee to the IRS (Form 8718 to pay fee)
 - May need to file back tax forms (Form 1120)

How to Fill Out Form 1024

- You can find Form 1024 at <http://www.irs.gov/pub/irs-pdf/f1024.pdf>.
- You only need to fill out pages 1-5 and 8. The rest will be marked with no or n/a.

What You Need for Form 1024

- Your chapter name and address
- Your chapter's EIN
- Your chapter's bylaws
- Description of your chapter's activities & operational information
- Your officers' information
- Financial records for the current year and past 3 years
- National NOW's group exemption letter (on chapters' only site)
- Any published material published by **your chapter** (not state or National NOW)

A. Statement of Revenue and Expenses

	(a) Current Tax Year	3 Prior Tax Years or Proposed Budget for Next 2 Years			(e) Total
	From _____ To _____	(b)	(c)	(d)	
Revenue					
1 Gross dues and assessments of members					
2 Gross contributions, gifts, etc.					
3 Gross amounts derived from activities related to the organization's exempt purpose (attach schedule) (Include related cost of sales on line 9.)					
4 Gross amounts from unrelated business activities (attach schedule)					
5 Gain from sale of assets, excluding inventory items (attach schedule)					
6 Investment income (see page 3 of the instructions)					
7 Other revenue (attach schedule).					
8 Total revenue (add lines 1 through 7)					
Expenses					
9 Expenses attributable to activities related to the organization's exempt purposes.					
10 Expenses attributable to unrelated business activities					
11 Contributions, gifts, grants, and similar amounts paid (attach schedule).					
12 Disbursements to or for the benefit of members (attach schedule)					
13 Compensation of officers, directors, and trustees (attach schedule)					
14 Other salaries and wages.					
15 Interest					
16 Occupancy					
17 Depreciation and depletion					
18 Other expenses (attach schedule)					
19 Total expenses (add lines 9 through 18)					
20 Excess of revenue over expenses (line 8 minus line 19)					

B. Balance Sheet (at the end of the period shown)

			Current Tax Year as of
Assets			
1 Cash.		1	

Where Do I Get Financial Information?

- Online bank records
- Chapter budgets
- Outreach to previous leadership

What National NOW Can Provide

- Records of rebate checks sent and cashed.
(Contact Sparkle at accounting@now.org or 202-628-8869, ext. 133)
- Please allow at least a week for processing these reports.

Paying the Fee

- Negotiate a reduced fee with IRS
- Negotiate a payment plan
- Fundraise

Talking to the IRS

- Don't be intimidated
- Be organized
- Expect help
- Expect a Yes or try to negotiate if you get NO

Tips for Negotiating with IRS

- Phone the **local** IRS office.
- Get the name and phone number of someone who deals with reinstatements.
- Follow up with that office.
- Do NOT settle for referral to the website.
- Explain that you are willing to jump through hoops, but ask nicely if there's a way to waive or at least reduce the fee.
- Record the person's name , date and summarize your conversation for possible follow-up letter to the IRS.

Keep in Mind

- Any federal agency has the ability to waive fees.
- The IRS makes deals with people all the time to settle for a percentage of what they owe.
- You will probably be astonished at how helpful they can be.
- It's their job to get you in compliance.

Discussion Questions

- Has your chapter started the process for its tax-exempt status to be reinstated?
- Has your chapter encountered any difficulties with this form?

Resources from National NOW

- Review the IRS Status Information for Chapters on the Chapters' Only Site.
- Information includes applying for an EIN number to filing a 990-N e-Postcard every year and more.
- For help, please contact Anita Lederer at fieldorg@now.org or at 202-628-8669 ext. 134.

Next Chapter Organizing Skill Building Session

- Marriage Equality
- Wednesday, April 24 at 8 p.m. EST
- <https://www1.gotomeeting.com/register/390821704>