

*Marine Corps League*



**NEW**

**INTERNAL REVENUE  
SERVICE**

**REPORTING  
REQUIREMENTS**

# **WHAT'S NEW ?**

## **PREVIOUSLY:**

**ONLY REPORTED IF GROSS RECEIPTS WERE > \$ 25,000**

## **NOW:**

**MUST REPORT EVERY YEAR**

## **IRS:**

**“Beginning in 2008, small tax-exempt organizations that previously were not required to file returns risk losing their tax-exempt status if they do not file an annual electronic notice 990N (e-Postcard).”**

# TAX FORM

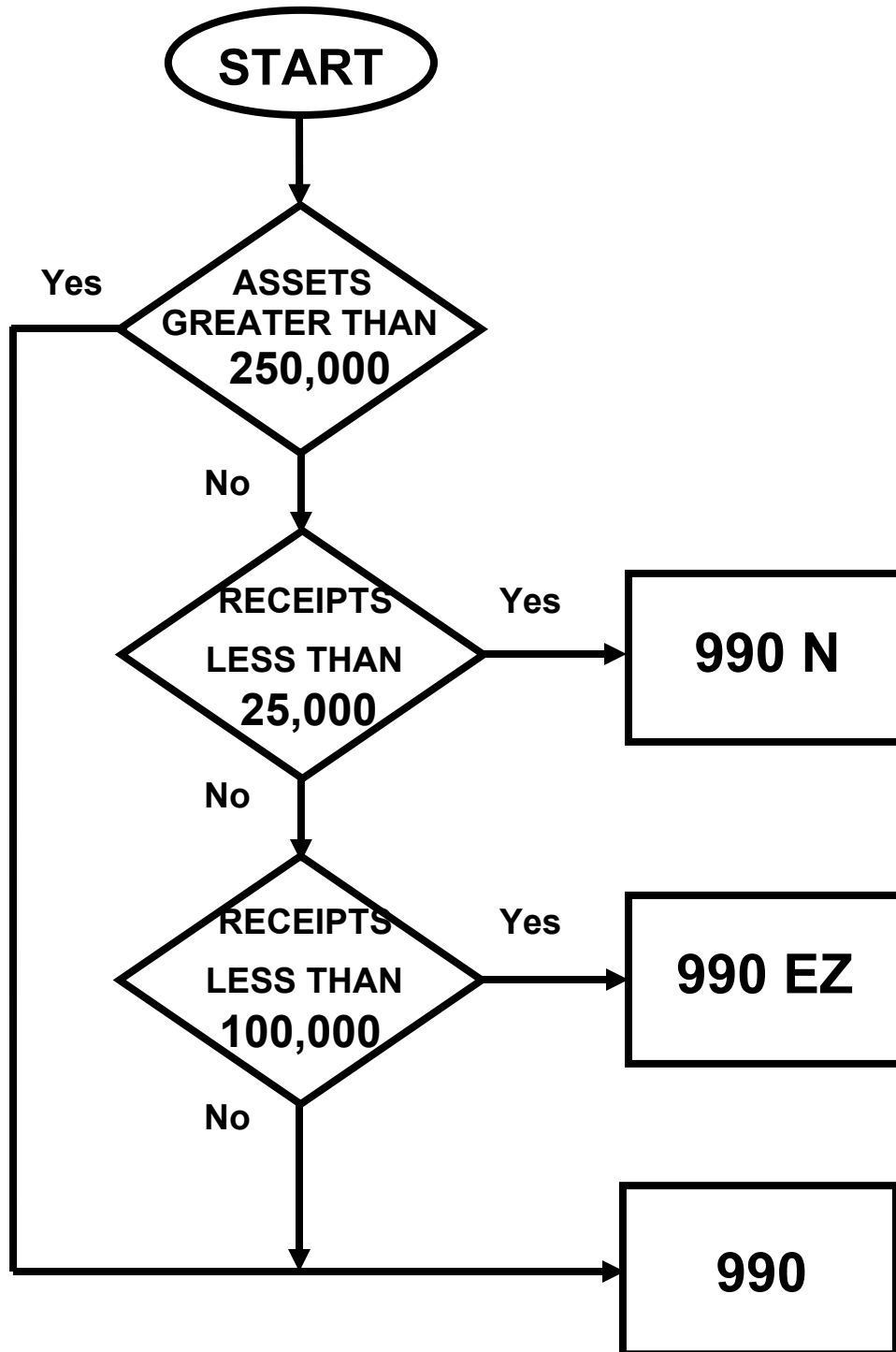
**“RETURN OF ORGANIZATION  
EXEMPT FROM INCOME TAX”**

**990 N**

**990 EZ**

**990**

# WHICH FORM SHOULD I USE



# **GROSS RECEIPTS**

## **IRS Definition:**

**“Gross Receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.”**

**NORMALLY, GROSS RECEIPTS ARE EVERYTHING YOU TAKE INTO THE DETACHMENT. IF IT WAS ENTERED IN YOUR BANK ACCT, IT'S A RECEIPT.**

# **GROSS RECEIPTS**

(continued)

**HOWEVER,  
THERE IS ONE EXCEPTION.**

**Form 990 Instructions, Part B, explains that you do not have to report funds for “... situations in which one organization collects funds merely as an agent for another.”**

**i.e. DUES MONEY THAT IS FORWARDED TO THE DEPARTMENT AND TO NATIONAL SHOULD BE SUBTRACTED FROM GROSS RECEIPTS.**

# **WHEN TO FILE**

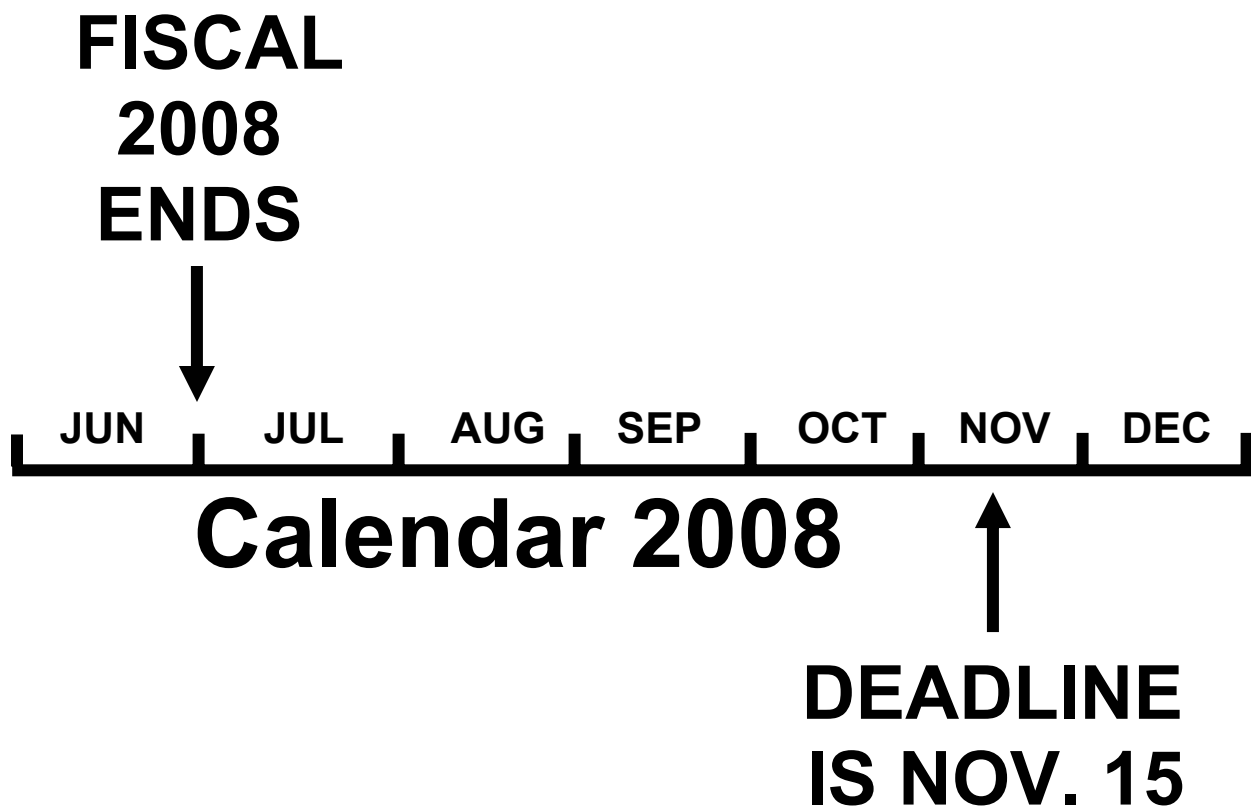
**AT SOME TIME IN CALENDER  
YEAR 2008 YOU WILL BE  
REPORTING YOUR FISCAL 2008  
TAX STATUS BY WAY OF FORM  
990 N, 990 EZ, OR 990.**

**FOR MOST DETACHMENTS, THE  
FISCAL YEAR ENDS ON JUNE 30,  
2008 AND FISCAL 2009 BEGINS  
JULY 1, 2008.**

**YOU MUST FILE ON OR BEFORE  
THE 15<sup>th</sup> DAY OF THE FIFTH  
MONTH FOLLOWING THE END OF  
YOUR FISCAL YEAR.  
(See Example No.1)**

# EXAMPLE No. 1

**A DETACHMENT'S FISCAL YEAR  
ENDS ON JUNE 30<sup>TH</sup>**





# **WHEN TO FILE**

(CONTINUED)

**DO NOT FILE YOUR 990N  
(e-Postcard) BEFORE July 1**

**PER THE NATIONAL  
ADJUTANT/PAYMASTER,  
ALL DETACHMENT'S REPORTING  
IS ASSOCIATED WITH OUR  
"PARENT" ORGANIZATION.**

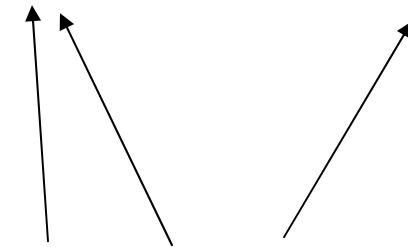
**NATIONAL'S FISCAL YEAR END  
IS JUNE 30 – SO, IF YOU TRY  
SUBMITTING A 990N BEFORE  
NATIONAL'S YEAR END, IT WILL  
BE DENIED.**

# **GETTING STARTED**

**USING FORM 990 N  
(ePostcard)**

**LOG INTO**

**[HTTP://WWW.IRS.GOV/CHARITIES/  
ARTICLE/0,,ID=169250,00.HTML](http://www.irs.gov/charities/article/0,,ID=169250,00.html)**



**Commas**

**Notice there are three (3) commas in this address  
And three (3) periods.**