

INTERNAL REVENUE SERVICE REPORTING

Four years ago the IRS began requiring small non-profit organizations, and the local branches of larger non-profit organization to file an electronic tax return. These annual filings were mandatory and could only be accomplished online.

The 2013 IRS Annual Electronic Notice Filing Requirement will begin effective August 1, 2014, and each camp is required to file a Form 990N if your gross receipts are less than \$50,000 a year. The 990N is called the e-postcard in that it must be filed electronically by someone designated in your camp (usually the Adjutant or Commander). Each camp must accomplish this task no later than December 15, 2014. Your cooperation is requested, as it is imperative that each camp completes this simple task in order to maintain its tax-exempt status.

For those camps that have already filed the e-postcard previously, you can start with step 2 on the epostcard.form990.org/ website by clicking on the step 2 link and complete the e-postcard.

For those camps that have not previously filed the e-postcard you can start with step 1 on the epostcard.form990.org/ website by clicking on step one and follow the instructions.

Shown below are some simple instructions to assist you in completing the IRS E Notice requirements:

Go to the IRS website www.irs.gov

1. Obtain your camp's tax ID number (called the EIN number) and copy it into your computer memory or have it written down and readily available. You may contact the Texas Division Adjutant for the tax ID number for your Camp if needed.
2. Go to this site and follow the instructions: <http://epostcard.form990.org>

Important Notice: You must register first, and then be patient and wait for the IRS to send you a return email with a link for you to log back online to actually complete the e-postcard. If you use zip plus four, put a dash in between the first five and last four digits.

3. Take your time and carefully enter the numbers. The entire process should not last more than about 5 to 10 minutes.

Once you have completed the process and receive your confirmation that your e-postcard has been filed and accepted, please forward that email to the Texas Division Adjutant at cgoodsonjr4846@yahoo.com.