



# *Important Tax Information for IAPMO Chapters*



**The IAPMO Group**





## 4 Steps to tax exemption

1) Choose the legal entity Chapter will assume



2) Apply for TIN from IRS



3) Apply for 501(c)(6) classification



4) File IRS Form 990 Annually

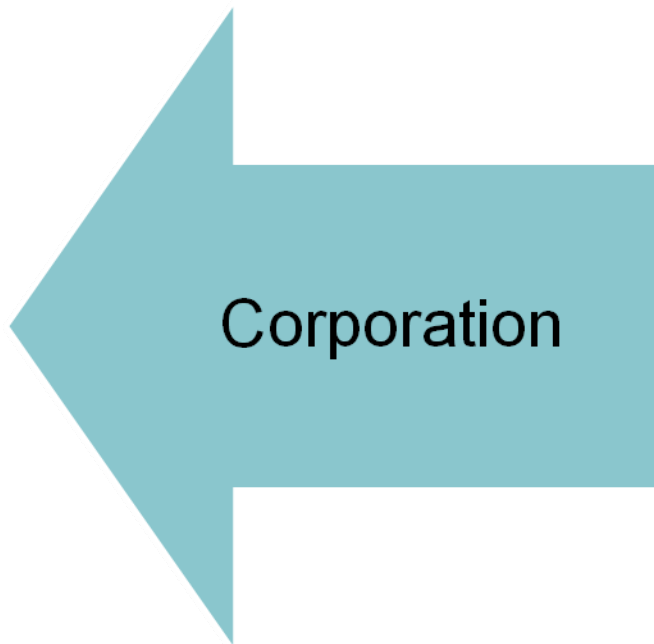


5) Enjoy Tax Exemption





1) Choose the legal entity your Chapter will assume:





## 2) Apply for TIN from IRS

TIN (Tax Identification Number) is the tax ID for the Chapter  
File IRS Form SS4 available for download:

<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

or apply online:

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

### CHAPTER



TIN

### Individual



SS#





### 3) Apply for 501(c)(6) classification

- Under IRS Section 501(a)
  - File under IRS Form 1024
    - ❖ Available online: <http://www.irs.gov/pub/irs-pdf/f1024.pdf>
  - File also IRS Form 8718
    - ❖ *a/k/a User Fee for Exempt Organization Determination Letter Request:*  
<http://www.irs.gov/pub/irs-pdf/f8718.pdf>
    - ❖ \$400 filing fee if gross revenue  $\leq$  \$10,000; otherwise \$800 filing fee
      - ❖ New chapters file on anticipated gross revenue
- This is IAPMO's federal tax classification
- Typical for trade associations





## 4) File IRS Form 990 Annually

- Since 2008, File IRS Form 990N a/k/a “e-Postcard”
- No penalty for not filing, until:
  - Failure to file for 3-consecutive years will result in loss of tax-exempt status





# Tax Exemption!





## Summary Information

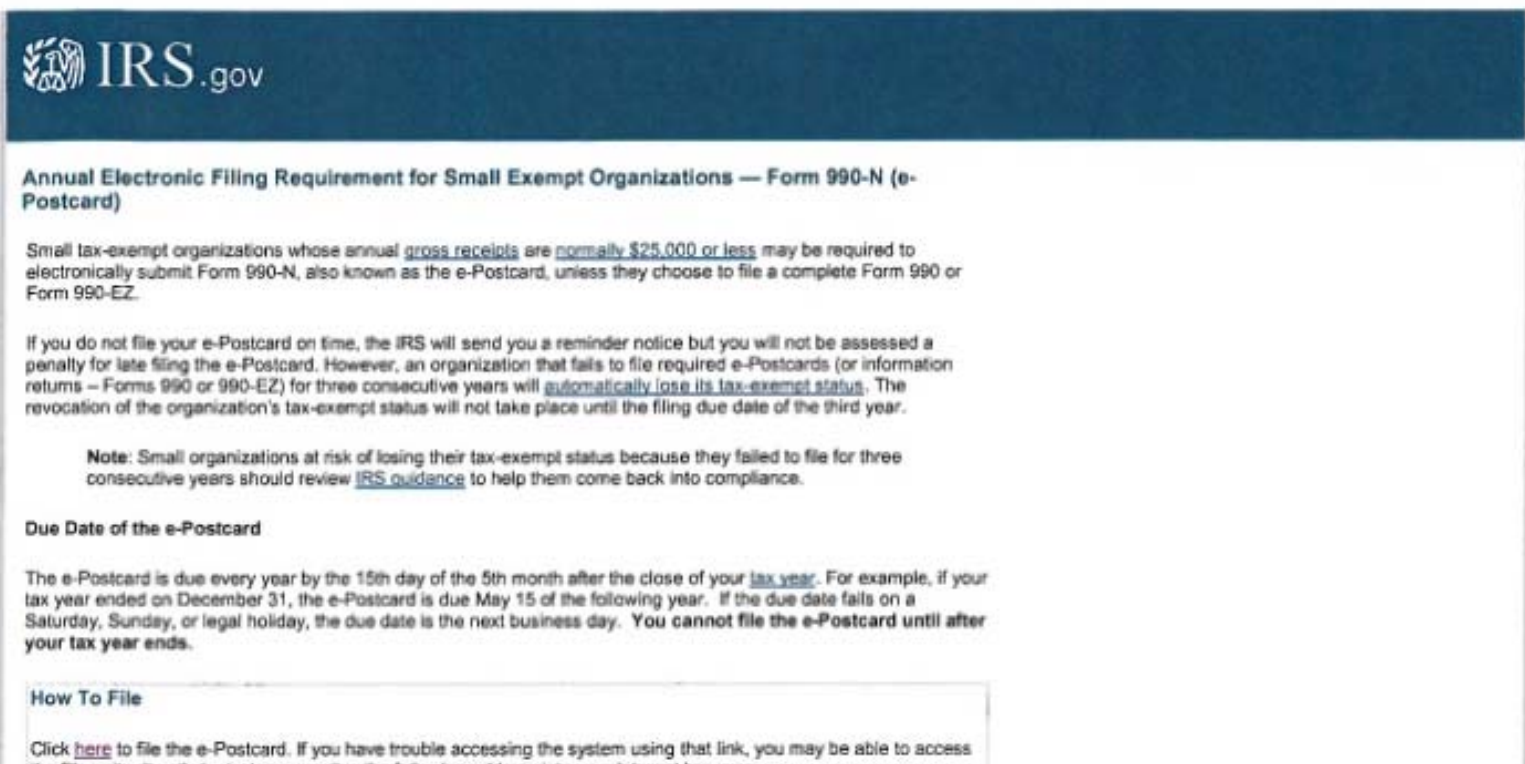
- Each and every Chapter is a separate legal entity from IAPMO
- Chapters that produce zero revenue do not need to report to the IRS
- This information applies only to the IRS and Federal tax matters
- Prior to 2008 there was no filing requirement for entities with gross revenue receipts < \$25,000
  - THIS IS NO LONGER THE CASE






## The Website to Access the E-Postcard:

<http://www.irs.gov/charities/article/0,,id=169250,00.html>

A screenshot of the IRS.gov website page titled "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". The page has a dark blue header with the IRS logo and "IRS.gov" text. The main content area is white with black text. It includes a paragraph about the filing requirement for small tax-exempt organizations, a warning about the consequences of late filing, a note for organizations at risk of losing their status, and a section on the due date of the e-Postcard. At the bottom, there is a "How To File" section with a link to the filing system.

 IRS.gov

**Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)**

Small tax-exempt organizations whose annual gross receipts are normally \$25,000 or less may be required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ.

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

**Note:** Small organizations at risk of losing their tax-exempt status because they failed to file for three consecutive years should review [IRS guidance](#) to help them come back into compliance.

**Due Date of the e-Postcard**

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. You cannot file the e-Postcard until after your tax year ends.

**How To File**

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access





## Contact Information

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800-829-4933

