

As of 2008 all 501 C3 nonprofits are required to file an E-Postcard with the IRS. Previously if your group had incomes of less than \$25,000 yearly the IRS did not require any tax filing. The IRS sends out a postcard annually to each local association's listed contact, which gives the date by which the card must be filed. The postcards can be filed on line.

Before you get to your computer you will need:

1. Your local association's federal tax EIN number (tax Id Number)
2. Your local association password (available by e-mail should you forget!).
3. *The name, address phone number and e-mail address of the individual who will receive the IRS postcard next year. IF YOU LIST YOURSELF BUT YOU ARE SUCCEEDED BY ANOTHER INDIVIDUAL, MAKE SURE THE CARD GETS TO THE NEW PRESIDENT OR CHANGE THE MAILING ADDRESS TO THE NEW PRESIDENT.*
4. *CSMTA is suggesting the local association president be listed as the contact. Should the card get mislaid it is easier for the local association president to be contacted by MTNA or CSMTA rather than your local association treasurer whose name we may not have.*
5. The questions are short and easy to answer.
6. Make sure you finish the complete process on line.
7. You will receive an e-mail confirmation that the card has been properly filed with the IRS once everything has been completed.
8. Keep a record of this e-mail on file
9. Inform your successor their mail address needs to be registered with the IRS so the card comes to them in the mail!
10. Keep track of your local association EIN number.