



Annual 990 Confirmation

The IRS requires non-profit organizations to file a 990 informational return annually. This filing is also a requirement of remaining a unit in good standing with NCPTA.

Failure to file the 990 return with the IRS for three consecutive years results in revocation of your PTA's tax-exempt status. NCPTA's goal is to prevent our PTAs from losing their tax-exempt status with the IRS.

Please note the following information regarding the requirements for filing the annual 990:
(Instructions available at www.irs.gov)

- Gross receipts are **\$50,000 or less**, the PTA must electronically submit Form 990-N, also known as the e-Postcard.
- Gross receipts are **less than \$200,000 and total assets are less than \$500,000**, the PTA may file Form 990-EZ and other related information forms provided by the IRS.
- Gross receipts of **more than \$200,000** must file Form 990 and other related information forms provided by the IRS.

First Step: File your PTA's 990 return with the IRS by November 15th

To submit your PTA's Form 990, go to the [IRS Website here](#)
Scroll down to see the section on Submitting Form 990-N (e-postcard).

Submitting Form 990-N (e-Postcard)

[Are you eligible to submit Form 990-N \(e-Postcard\)?](#)

1. [Register](#) for your account
2. Review the [submission guidance](#)
3. Gather the [information needed](#)

Submit Form 990-N (e-Postcard)

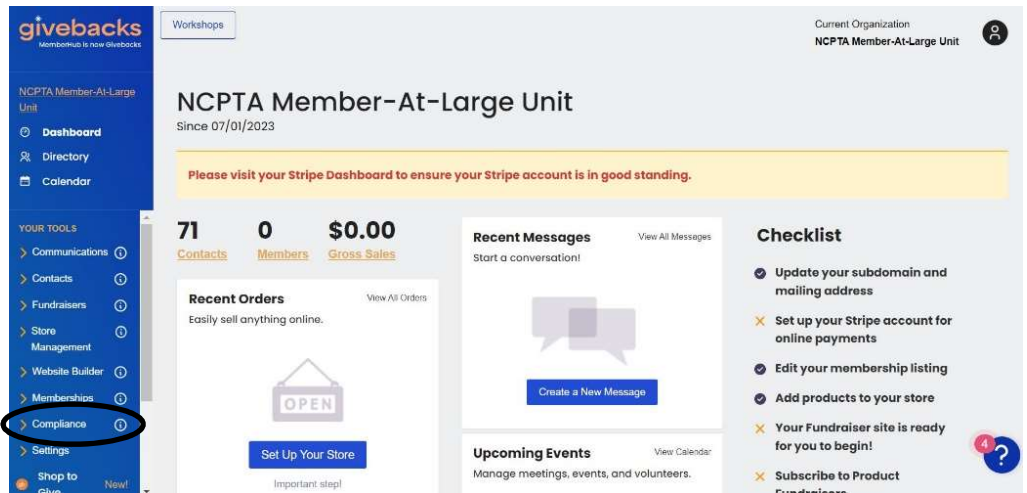
Second Step: Confirm filing with NCPTA

Annual 990 Confirmation Instructions

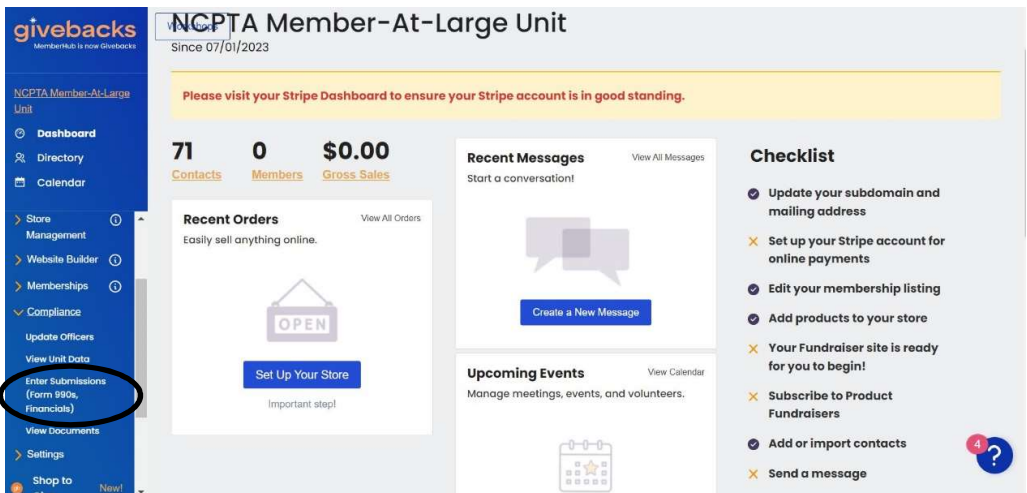
By November 15, you will need to submit your Form 990 Confirmation in Givebacks. If your PTA files an extension with the IRS, in order to be in good standing, you must still submit your 990 Confirmation indicating the extension. You must resubmit this confirmation when the 990 is actually filed.

Please Note: This confirmation does not replace the actual filing of the Form 990 with the IRS due by November 15 of each year.

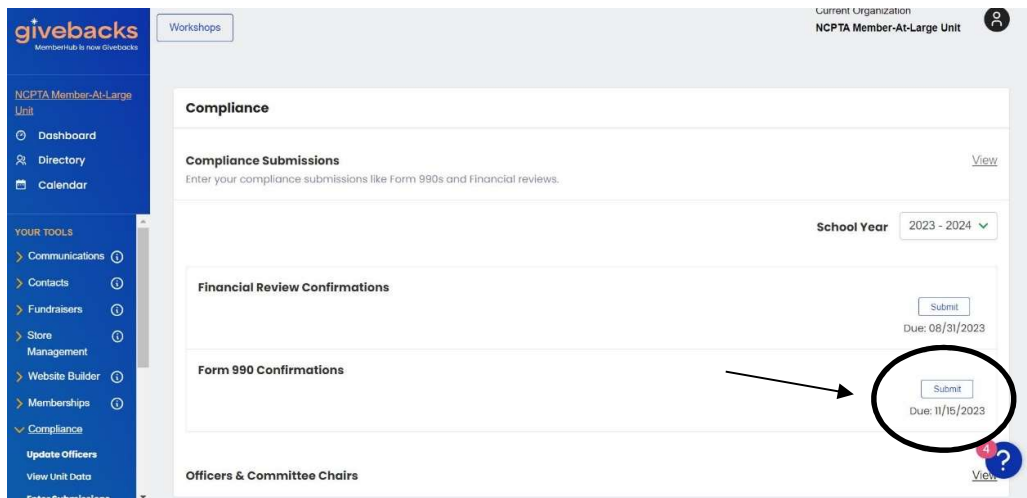
Administrators for your PTA Givebacks site will see a tab called **Compliance on the left side menu**. Clicking on that tab gives you access to various to PTA-specific compliance duties that keep your unit in good standing.



The **Compliance** tab will open to show all the compliance task options. Click on **Enter Submissions** to submit your **Form 990 Confirmation**.



Click the **Submit** option with the **Form 990 Confirmations**.



The resulting popup window will allow you to complete signify that Form 990 has been appropriately filed for your PTA unit. Again, submitting confirmation on Givebacks does not replace submitting With the IRS.

Givebacks allows you to upload a document into your confirmation. No document is needed to be able to submit confirmation with NCPTA.

The screenshot shows a web form for confirming 990 filing. It includes fields for Fiscal Year Ending (June 30, 2023), 990 Filing (dropdown), Date Form 990 Filed (Select Date), and Gross Receipts. A document upload area contains an 'Add Document' button and instructions to 'or drop Document to upload'. A confirmation checkbox is present with the text: 'I confirm my PTA, NCPTA Member-At-Large Unit, filed a 990 tax return with the IRS on the date provided above.' Below this are input fields for First Name, Last Name, Email Address (support@memberhub.com), Unit Name (NCPTA Member-At-Large Unit), State ID (03-5284), and National ID (00027862). The form concludes with 'Submit' and 'Close' buttons.

The 990 return must be filed with the IRS and this confirmation must be entered by November 15 of each year in order to remain a unit in good standing with NCPTA.

For more information, please visit <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>