

Tackling Taxes

*A Step-by-Step Guide
to Forms 990N
and 990EZ*



NATIONAL ASSOCIATION FOR
CATERING AND EVENTS

NACE chapters need to file Federal taxes

- **Why do we need to file taxes?**
- **How do we get started and what form do we use?**

Form 990

- What is the Form 990
- Which form do we use?
 - Chapters who have **LESS** than \$50,000 in gross receipts use the **990N** form.
 - Chapters who have **MORE** than \$50,000 in gross receipts use the **990EZ** form.

Completing the 990N

- **What you need to complete the form 990N**
 - **Employer identification number (EIN)**, also known as the Taxpayer Identification Number (TIN): PLEASE NOTE, if you do not have your EIN, please call the national office so we may provide that to you.

Completing the 990N (continued)

- **Tax year** (*if your bylaws say your fiscal year ends on December 31, your tax form 990N is due by May 15*).
- **Legal name and mailing address** (*this will be your chapter's name and mailing address at which your correspondence are sent*).

Completing the 990N (continued)

- Any other names the organization uses
- Name and address of a principal officer (*This is the president*)
- Website address if the organization has one

Completing the 990N (continued)

- Confirmation that the organization's annual gross receipts are normally \$50,000 or less.
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

How can I file?

- **Filing is easy**

- 990N can only be done online, there is no paper form:

<https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

Completing the 990EZ

- **What you need to complete the form 990EZ**
 - Employer identification number
 - Website
 - Financial information (budget revenue, expenses, etc.)
 - List of all board members with addresses

<http://www.irs.gov/uac/About-Form-990EZ>

What you need to know

**The IRS will NOT talk to NACE
national about your chapter's
taxes.**

Questions about your chapter's tax return?

The IRS provides resources!

- <http://www.irs.gov/Charities-&-Non-Profits>

Who to call?

- For questions about filing the 990N or the 990EZ, contact the Customer Account Services department at the IRS at 877-829-5500



Questions?

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