

FOR IMMEDIATE RELEASE:

IS YOUR POST OR UNIT STILL STRESSING OVER HOW TO FILE THAT 990 FORM WITH IRS?

Pam Halsan, a past-president from Auxiliary Unit 66 in Edmonds, shares her story:

“Be assured, you do not need a CPA to do this! Like many posts and units we were intimidated by the whole idea of filing – mostly in fear of making an error that could jeopardize the entire organization. Numerous folks had urged us to ‘just do it electronically – it’s so easy.’ But because of our lengthy procrastination, it turned out the critical Employee Identification Number (EIN) had gone inactive due to non-use. It simply dropped out of the IRS system so that their website did not recognize it.

It seems counter-intuitive that we even have to file, given that most of us will never have more than \$25,000 on hand – but we’re all required to file from now on. Some time ago the IRS assigned an EIN to every Post and Unit on IRS Form CP575. If you’re no longer sure of your EIN, you can call department headquarters and ask the staff to verify your EIN. They have that master list on file. Auxiliaries, call 360-456-5995; posts, call 360-491-4373.

Then try to file electronically – there are just a few questions to be answered. If your EIN isn’t recognized, you’ll have to call IRS, 1-877-829-5500 and select Option 2. This is a special department, and they only answer the phone Monday through Friday, 8 to 4:30, our time zone. Tell them you believe your EIN is inactive, and you might need a new one. The staff answering the phones is helpful and patient. They’ll search to be sure you need a new EIN.

Be prepared to answer all the questions on IRS form SS-4; it’s the application for an EIN and you can download it from the IRS website. You can also visit your local library and print a copy from the IRS book at the Reference Desk. In a week or two you’ll receive notice of the new EIN by mail.

The next step is to call Department Headquarters at (360) 456-5995. You’ll be reporting your new EIN to the Department Office, who then contact the appropriate staff member at the National office, who will in turn contact the IRS on our behalf to verify our existence. After about 45 days, the IRS system will recognize the new EIN and you can proceed with the 990 filing. It is still easiest to do it electronically, using 990-N – the epostcard. If you choose to file by mail, again you can go to the library to copy the form you need.

My accountant friends are confident there will not be any penalties for late filing since this requirement is still rather new. In the future your filing deadline will be based on the month your post/unit closes its books each year. From then on, annual filing will be a cinch. Good luck!!”

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