

GUIDELINES FOR 990N FILINGS FOR TAX YEAR 2011

These guidelines apply to all Chapters, Districts, and Regions eligible to file the 990N (receipts normally of \$50,000 or less)

990N (e postcard) should be filed by the Director who completed the Financial Report for 2011.

990N should be filed as soon as possible after Jan. 1, 2012.

Below are some notes, line by line, as to what information should be in each box when you create your 990N epostcard.

On the first page,

(Line A) the tax period should already be filed in and should read beginning 1/1/2011 and ending 12/31/2011.

(Line B) Organization terminated or gone out of business, select “NO” from the drop down box. Gross receipts normally \$50,000 or less, select “Yes” from the drop down box

(Line C) Legal Name should already be filled in and say Gold Wing Road Riders Association. Leave the second line blank.

(Line D) EIN number. This line should already be filled in with your EIN number.

Next Page

For the DBA Name in the first box, please put your Region or District or Chapter designation. (Example: Region N or TN District or TN-O as the dba.)

Leave the In Care Of Box blank.

The Organizations Mailing Address should contain the Directors address.

Principle Office type is “Person”

In the Name and address boxes should contain the Directors name and address information.

Once this is done, click “Save Changes” and then click “Submit Filing to the IRS”.

You will receive an e-mail from Urban Institute stating that your filing was submitted to the IRS. Shortly after that, you should receive a second e-mail stating whether or not the filing was accepted by the IRS. If the e-mail says the filing was accepted by the IRS, forward a copy of this e-mail to 990N@gwrra.org. In the subject line please enter your designation (Example: Region N or TN District or TN-O)

Once the acceptance e-mail is received, log back on and click on the link to view the e-postcard and print a copy to be attached to your Financial Report and forwarded to the appropriate Director.

If the e-mail you receive from Urban Institute states that the filing was rejected, you should immediately call the IRS at the number listed on the e-mail to inquire as to why the filing was rejected. If it is an address issue, you will need to be able to tell them the address you used for the filing and possibly the old address. If you are not shown as a subordinate to GWRRA, e-mail Jeff Liner at jeffcherri@charter.net so that a letter can be sent to the IRS stating that you are a subordinate.