

SC PTA Steps to File IRS Form 990N

To file your Form 990-N, go to the IRS' [Form 990-N website](#) and scroll down to click Submit Form 990-N (e-Postcard).

The screenshot shows the IRS website's navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. A search bar is on the right. On the left, a sidebar lists categories: Federal State Local Governments, Indian Tribal Governments, and Tax Exempt Bonds. The main content area discusses Form 990-N eligibility, noting that organizations with gross receipts of \$50,000 or less must file. It includes a note about group exemptions and a section titled 'Submitting Form 990-N (e-Postcard)'. This section explains that users need a Login.gov or ID.me account and provides a link to the User Guide PDF. The 'Submit Form 990-N (e-Postcard)' button is highlighted with a yellow circle. Below this is the 'Ready to File?' section, which states that Form 990-N is easy to complete and lists required information: Employer identification number (EIN) and Tax year.

IRS File Pay Refunds Credits & Deductions Forms & Instructions Search

Federal State Local Governments

Indian Tribal Governments

Tax Exempt Bonds

gross receipts during each of its first two tax years; and

- Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).

However, [some organizations aren't eligible to use Form 990-N \(e-Postcard\)](#) even if their gross receipts are normally \$50,000 or less. These organizations must file different forms instead to satisfy their annual reporting requirement.

Note: a subordinate organization in a group exemption that is included in a group return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

Sign in/create an account with Login.gov or ID.me: The IRS requires a Login.gov or an ID.me account to submit Form 990-N. Form 990-N filers should use the same email address associated with their IRS account.

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) [PDF](#) for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

Submit Form 990-N (e-Postcard)

Ready to File?

Form 990-N is easy to complete. You'll need only eight items of basic information about your organization.

- [Employer identification number \(EIN\)](#), also known as a Taxpayer Identification Number (TIN)
- [Tax year](#) (calendar or fiscal filer)

You will need to create an account on Login.gov or ID.me to begin the filing process.



Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you don't have a Login.gov or ID.me account, you must create a new account.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

OR

Create a new account

Create an account  LOGIN.GOV

 ID.me [Create an account](#)

Frequently Asked Questions

 What are Login.gov and ID.me?

Once you have created an account and logged in, you will see the screen below. Select Manage E-Postcard Profile.



Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE >

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.2.1

Version Build Date: 2023-05-18 21:42

On the screen that appears, select **Edit User Type** and use the dropdown menu to select **Exempt Organization**. Type in the EIN number of your PTA unit and click **Add EIN**. When your PTA unit is displayed under Currently Associated EIN(s), click on **Create New Filing**.



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN

ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
57-	SOUTH CAROLINA CONGRESS OF PARENTS AND TEACHERS	07/24/2023	☐

««« Prev Page 1 Next »»»

DELETE EIN

CREATE NEW FILING

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

Select the EIN you wish to file for (likely the only one available in the drop-down list) and click **Continue**.



Select EIN

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile **Select EIN** Organization Details Contact Information Confirmation

A horizontal progress bar with five segments. The first segment, labeled "e-Postcard Profile", is dark blue. The second segment, labeled "Select EIN", is also dark blue and is the current step. The remaining three segments, "Organization Details", "Contact Information", and "Confirmation", are light blue.

Please select the EIN for which you want to file for

EIN
57 - SOUTH CAROLINA CONGRESS OF PARENTS AND TEACHERS ▼

< **MANAGE E-POSTCARD PROFILE** **CONTINUE** >

The date for Tax Year Ending, organization's name, and EIN will be auto-filled. Use the drop-down menu to select **No** for *Has your organization terminated or gone out of business?* And select **Yes** for *Are your gross receipts normally \$50,000 or less?* Note that "normally" refers to the previous 5 years so your PTA unit should have earned less than \$50,000 for at least three of the last 5 years. Select **Continue**.



Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN **Organization Details** Contact Information Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

June 30, 2023 ?

Has your organization terminated or gone out of business?

No ?

Are your gross receipts normally \$50,000 or less?

Yes ?

Organization's legal name -Line 1

SOUTH CAROLINA CONGRESS OF PARENTS ?

Organization's legal name -Line 2

AND TEACHERS ?

Employer Identification Number (EIN)

57 ?

< PREVIOUS

CANCEL FILING

CONTINUE >

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

Enter your unit's **Doing Business As (DBA) name** (usually different from the legal name of South Carolina Congress of Parents and Teachers—e.g., Smithfield Elementary PTA). Fill in your unit's **mailing address** (typically the school's address). If your unit has a website, copy and paste the **website address** into the designated box. Under Principal Officer, use the drop-down menu to select **Person**. Fill in your **name** and **personal mailing address** in the boxes provided. Then click **Save Filing** just in case a technical error occurs when you try to submit your form. This will save your work and take you back to the same page so you can click **Submit Filing**. On the pop-up box that appears, click to confirm that you wish to submit your form.



Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name



DBA Name - continued



[ENTER ADDITIONAL DBA NAMES](#)

Country*



Number and Street (or PO Box)*



City or Town*



State*



Zip Code*



Zip Code*

29616 ?

Organization's website address, if applicable

https://www.greenville.k12.sc.us/Parents/main.asp?titleid=f ?

Principal Officer*

Type of Name*

Person ?

Person Name*

Kristin P Bailey ?

Country*

US - United States ?

Number and Street (or PO Box)*

24 ?

City or Town*

Greenville ?

State*

SC - South Carolina ?

Zip Code*

29605 ?



PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING



Once you have submitted your form, the screen below will appear. ***CRITICAL STEP*** Make sure you click **Print** to print a copy of your filing. If you navigate away from this screen, you CANNOT get back to it to print later.



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)



Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** SOUTH CAROLINA CONGRESS OF PARENTS AND TEACHERS
- **EIN:** 570662735
- **Tax Year:** 2022
- **Tax Year Start Date:** 07-01-2022
- **Tax Year End Date:** 06-30-2023
- **Submission ID:** 10065520232056861435
- **Filing Status Date:** 07-24-2023
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[←](#) **MANAGE FORM 990-N SUBMISSIONS**

Below is the filing confirmation that appears when you click **Print**. You should print a hard copy for your files and, if possible, create a pdf copy you can upload to Givebacks. If you are not able to print to pdf, you can always scan or take a photo of the hard copy to upload.

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2022

Open to Public Inspection

A For the 2022 Calendar year, or tax year beginning 2022-07-01 and ending 2023-06-30

B Check if available

☐ Terminated for Business

☒ Gross receipts are normally \$50,000 or less

C Name of Organization: SOUTH CAROLINA CONGRESS OF PARENTS AND TEACHERS

PO Box 25397-0397,
Greenville, SC, US, 29616

D Employee Identification
Number 57-

E Website:

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=ptahome>

F Name of Principal Officer: Kristin P Bailey

24 Greenville, SC,
US, 29605

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

You have successfully filed your IRS Form 990-N...congratulations! Don't forget to upload it to Givebacks under Compliance, Enter Submissions (Form 990s, Financials).

