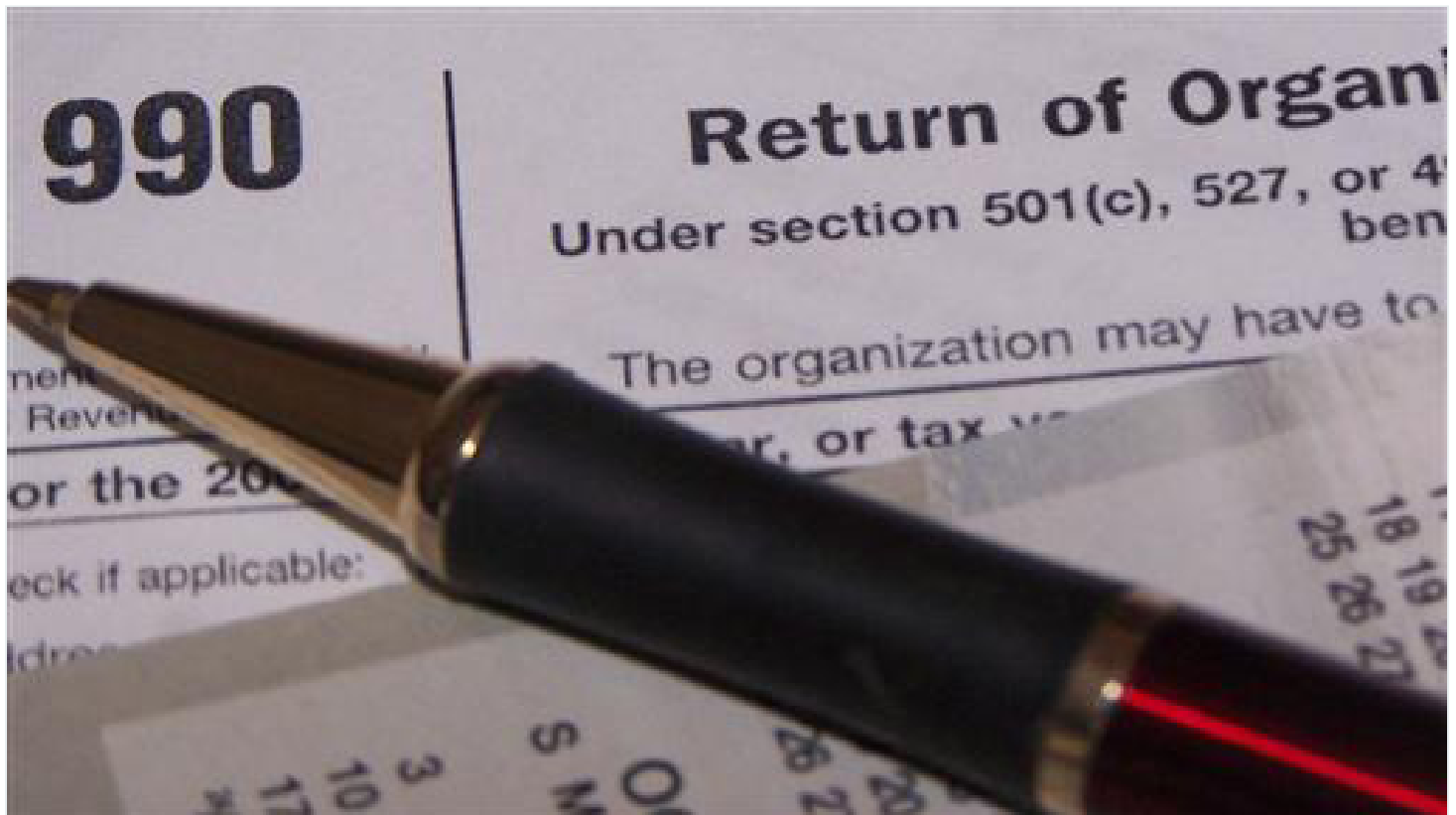


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filing may risk the loss of their tax-exempt status.

May. 05, 2014



May 15 is the filing deadline for most tax-exempt organizations, and those who miss filing may risk the loss of their tax-exempt status.

With that deadline looming, the Internal Revenue Service is reminding the people who prepare the reporting forms for these groups not to include Social Security numbers (SSNs) or other personal information on Form 990. The agency also suggested the groups use [electronic filing](#).

Form 990-series information returns and notices are due on the 15<sup>th</sup> day of the fifth month after an organization's tax year ends. Many organizations use the calendar

year as their tax year, making Thursday, May 15 the deadline for them to file for 2013.

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organizations are not required to file annual reports.

## No Social Security Numbers on 990s

The IRS generally does not ask organizations for SSNs and in the form instructions cautions filers not to provide them on the form. By law, both the IRS and most tax-exempt organizations are required to publicly disclose most parts of form filings, including schedules and attachments. Public release of SSNs and other personally identifiable information about donors, clients or benefactors could give rise to identity theft.

The IRS also urges tax-exempt organizations to file forms electronically in order to reduce the risk of inadvertently including SSNs or other unneeded personal information. Details are on [IRS.gov](https://www.irs.gov).

Tax-exempt forms that must be made public by the IRS are clearly marked “Open to Public Inspection” in the top right corner of the first page. These include [Form 990](#), [990-EZ](#), [Form 990-PF](#) and others.

## What to File

Small tax-exempt organizations with average annual receipts of \$50,000 or less may file an electronic notice called a [Form 990-N \(e-Postcard\)](#), which asks organizations for a few basic pieces of information. Tax-exempt organizations with average annual receipts above \$50,000 must file a Form 990 or 990-EZ depending on their receipts and assets. Private foundations file a Form 990-PF.

Organizations that need additional time to file a Form 990, 990-EZ or 990-PF may obtain an [extension](#). Note that no extension is available for filing the Form 990-N (e-Postcard).

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certain tax-exempt organizations, including whether organizations have had their federal tax exemptions automatically revoked.

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