

How to Check Form 990-N Status With IRS “Tax Exempt Organization Search” (Formerly “Select Check”)

1. Go to: <https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
2. Click the link “Tax Exempt Organization Search Tool” (just over halfway down the page)
3. Click the button “Search for Tax Exempt Organizations”
4. Select Database – leave as “Search All”
5. Search By – Leave as “Employer Identification Number (EIN)”
6. Search Term – Enter the Body’s 9-digit federal tax ID number in the box “Enter EIN Number”
7. Click the “Search” button.
 - a. Hopefully the search should return an entry found for the Body with “Form 990-N” indicated; and not “Auto-Revocation List”.
 - b. Click on the underlined name:
 - 1) Under the header “Form 990-N (e-Postcard)” will be a list of all the tax years for which the Form 990 has been filed.
 - 2) Click on the most recent Tax Year listed to see the information used in that filing.
8. If not current, contact the Grand Treasurer for assistance in completing IRS Form 8718 (\$600 filing fee) and IRS Form 1024 with appropriate schedules.

Form 990-N can be filed by organizations that normally have \$50,000 or less in gross receipts.

Form 990-EZ can be filed by organizations with gross receipts of less than \$200,000 and total assets of less than \$500,000 at the end of their tax year.

Others must file Form 990.