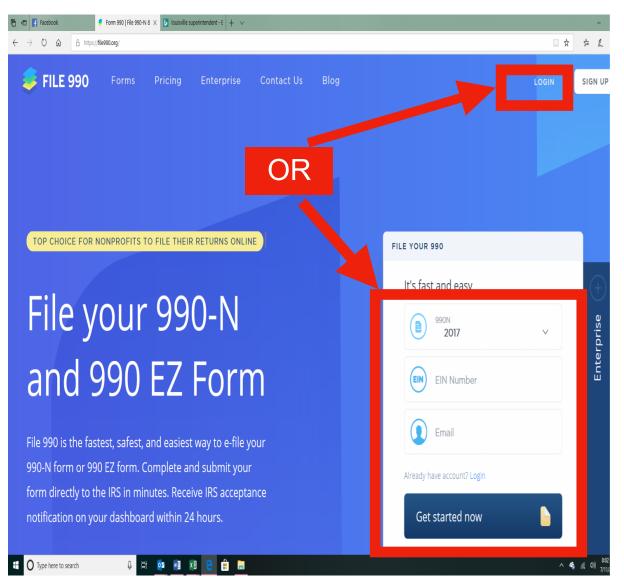
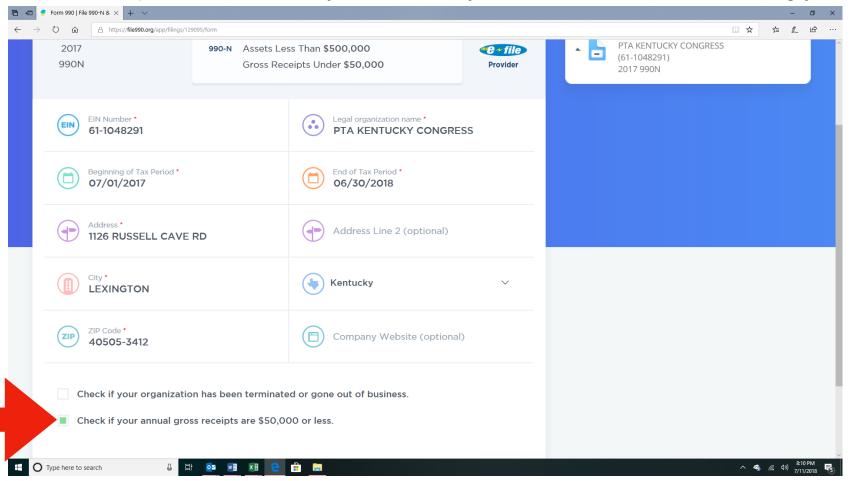
How to File PTA Taxes under \$50,000 How to File 990



Step 1: Go to file990.org

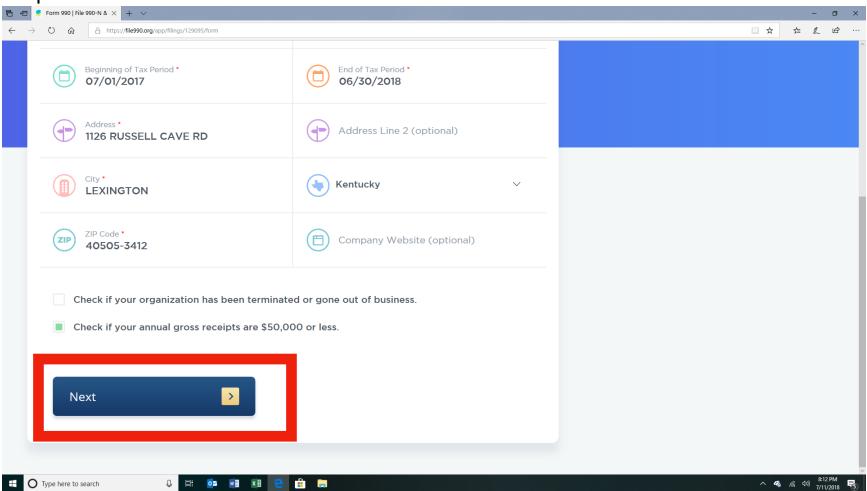
Step 2: Login if you have before, or enter your EIN number, your email address, and click "Get started now".

Step 3: The information is auto-populated. Please verify that the information is correct. The PTA tax period should always be from July 1st to June 30th of the following year.

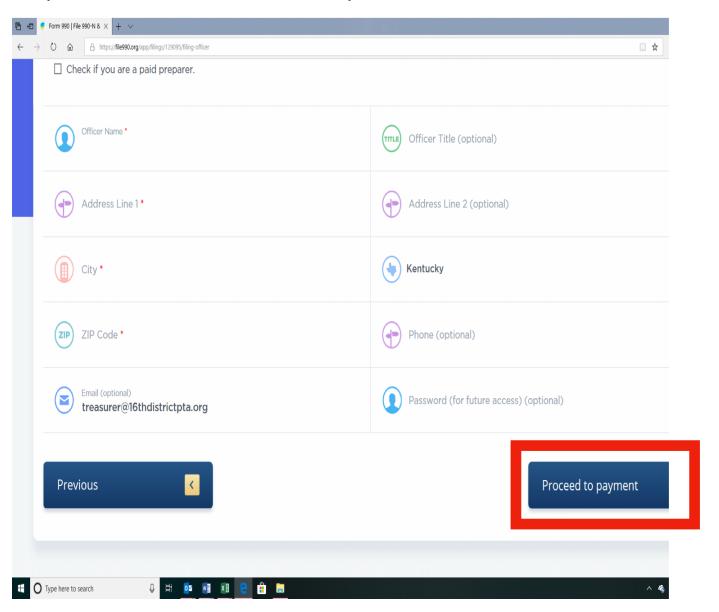


Make sure that there is a green box next to "Check if your annual gross receipts are \$50,000 or less."

Step 4: Click "Next".

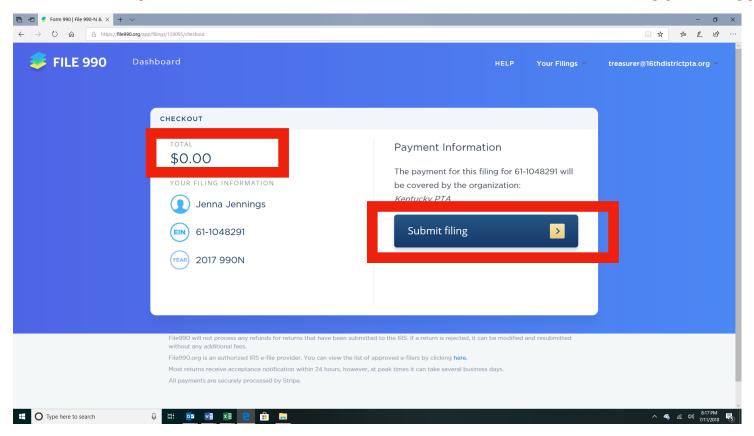


Step 5: Fill out the information requested. Afterwards, click "Proceed to payment".



It should always come up zero (\$0.00) balance.

If it doesn't, please let the District Treasurer know and email support@kypta.org.



Step 6: Click "Submit filing". You are done! You should get an email right away saying that it was submitted and then you will get another email in a day or so showing your 990 was accepted or rejected by the IRS.

If you have any questions, email support@kypta.org.