

How to File PTA Taxes under \$50,000

How to File 990

The screenshot shows the file990.org website. At the top right, the 'LOGIN' button is highlighted with a red rectangle. A red arrow points from a red box containing the word 'OR' to this 'LOGIN' button. Another red arrow points from the same 'OR' box to a red rectangle that encloses the login form. The login form includes a dropdown menu for the form type (currently showing '990N 2017'), an 'EIN Number' input field, an 'Email' input field, a 'Login' link for existing users, and a 'Get started now' button with a document icon. The background of the website features the text 'File your 990-N and 990 EZ Form' and a description of the service.

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.

The screenshot shows the 'Form 990 | File 990-N' interface in a web browser. The header indicates '2017 990N' and '990-N Assets Less Than \$500,000 Gross Receipts Under \$50,000'. The 'e-file Provider' logo is visible. A dropdown menu on the right shows 'PTA KENTUCKY CONGRESS (61-1048291) 2017 990N'. The main form contains the following fields:

EIN EIN Number * 61-1048291	Legal organization name * PTA KENTUCKY CONGRESS
Beginning of Tax Period * 07/01/2017	End of Tax Period * 06/30/2018
Address * 1126 RUSSELL CAVE RD	Address Line 2 (optional)
City * LEXINGTON	State Kentucky
ZIP Code * 40505-3412	Company Website (optional)

At the bottom, there are two checkboxes:

- ☐ Check if your organization has been terminated or gone out of business.
- ☒ Check if your annual gross receipts are \$50,000 or less.









A large red arrow points to the second checkbox, which is checked.

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”.


Form 990 | File 990-N & x

https://file990.org/app/filings/129095/form

 Beginning of Tax Period * 07/01/2017	 End of Tax Period * 06/30/2018
 Address * 1126 RUSSELL CAVE RD	 Address Line 2 (optional)
 City * LEXINGTON	 Kentucky
 ZIP Code * 40505-3412	 Company Website (optional)

☐ Check if your organization has been terminated or gone out of business.

☒ Check if your annual gross receipts are \$50,000 or less.











Next 


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

Form 990 | File 990-N & X

https://file990.org/app/filings/129095/filing-officer

☐ Check if you are a paid preparer.

 Officer Name *	 Officer Title (optional)
 Address Line 1 *	 Address Line 2 (optional)
 City *	 Kentucky
 ZIP Code *	 Phone (optional)
 Email (optional) treasurer@16thdistrictpta.org	 Password (for future access) (optional)

Previous 

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.

The screenshot shows a web browser window with the URL <https://file990.org/app/filings/129095/checkout>. The page has a blue header with the 'FILE 990' logo, a 'Dashboard' link, and a user profile for 'treasurer@16thdistrictpta.org'. The main content area is titled 'CHECKOUT' and is divided into two columns. The left column, titled 'YOUR FILING INFORMATION', contains a 'TOTAL' of '\$0.00', a user profile for 'Jenna Jennings', an EIN of '61-1048291', and a year of '2017 990N'. The right column, titled 'Payment Information', states that the payment for filing 61-1048291 will be covered by the organization 'Kentucky PTA'. A large blue 'Submit filing' button with a right arrow is located at the bottom of the right column. Red boxes highlight the '\$0.00' total and the 'Submit filing' button. At the bottom of the page, there is a disclaimer: 'File990 will not process any refunds for returns that have been submitted to the IRS. If a return is rejected, it can be modified and resubmitted without any additional fees. File990.org is an authorized IRS e-file provider. You can view the list of approved e-filers by clicking [here](#). Most returns receive acceptance notification within 24 hours, however, at peak times it can take several business days. All payments are securely processed by Stripe.'

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.