

# Have You Filed Your Federal Tax Form (990-N) for 2018?

Lions: **PLEASE** remember that all **Lions Clubs**, that have annual gross receipts less than \$50,000 MUST file the E-Postcard. Please note that this is an IRS requirement. This has to be filed online, and for most clubs it must be filed before **November 15** of this year (there are a few Lion Clubs that have a calendar year as their fiscal year and your club must file each year by May 15).

To file, the easiest way to do it is to go to the following website: <http://epostcard.form990.org> Once you are at the site, you need to have the following:

Employer Identification Number (EIN), also known as a Taxpayer Identification Number (TIN). Your secretary should have this, or you can get it for your club on the LCI website, [www.mylci.org](http://www.mylci.org), then pull up your club; it will have the number listed. This is a nine digit number.

1. Tax Year Use July 1, 2017 to June 30, 2018
2. Legal name and mailing address
3. Any other names the organization uses.
4. Name and address of the principal officer.
5. Website address if the organization has one.
6. Confirmation that the organization's annual gross receipts are \$50,000 or less.
7. If applicable, a statement that the organization has terminated or is terminating (going out of business).
8. When you enter the site, it will ask for a User Name. Hopefully you wrote it down from the previous year. If not, you can create a new one.

You MUST complete this every year. If you miss for 3 years, your club loses its tax exempt status and you must pay a reinstatement fee to get re-registered. Avoid the pain, make sure that this is done at the latest by November 15 of each year, but do it early in case there is some glitch that needs to be dealt with.

~Lion Denise Nelson, District Administrator

