**Friends of Mississippi Libraries, Inc.**

**Filing IRS Form 990 e-Postcard**

**Filing Deadline: May 15, 2016 for calendar year 2015**

It is time for your Friends of the Library Chapter to complete its 2015 IRS 990-N e-Postcard.  FILING DEADLINE is May 15, 2016.

The Friends of Mississippi Libraries, Inc. has filed its Form 990-N (e-Postcard) for 2015. This means that the Friends of Mississippi Libraries, Inc. and its subordinates (local Friends Chapters) are able to continue their 1988 exemption from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Service Code.

There have been changes in the IRS reporting requirements that WILL affect local Friends Chapters:

* ALL Exemption Organizations including those that are part of a group exemption (local Mississippi Friends Chapters) MUST continue to annually file its IRS Form 990-N (e-Postcard) by May 15, 2016 to retain this current exemption status.
* Friends of Mississippi Libraries, Inc. annual membership MUST be paid by May 15, 2016, too.
* If your local Friends Chapter annually raises/earns/receives **$50,000 or more**, it MUST file an IRS Form 990-EZ to retain the Friends of Mississippi Libraries, Inc., exemption status under 501 (c) (3) of the Internal Revenue Service Code.

**Filing 2015 IRS Form 990-N (e-Postcard):**

To file the IRS 2015 990-N (e-Postcard), it should take approximately ten (10) minutes.

**Steps include the following:**

* Locate your Friends’ Chapter 2015 IRS e-Postcard documents including your organization’s **EIN Number** and **password** used to complete your last year’s filing report.
* Make your password simple (i.e., town name, plus a number sequence like 123) and easy to remember. Be sure to record it on your paperwork!
* Go to [www.irs.gov](http://www.irs.gov) on the Internet;
* In the Search box on IRS Web page, type in e-Postcard;
* Go to link: [Annual Electronic Filing Requirement for Small Exempt Organizations](http://www.irs.gov/Charities-%26-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations--Form-990-N-%28e-Postcard%29);

# Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) will open;

### Go to box: How to File Box and click on the underlined link or go to: <http://epostcard.form990.org> to the Urban Institute web page to complete the 2014 IRS e-Postcard.

* **If you do not remember your login ID:** For tax exempt organizations, your login ID starts with the EIN of your organization **(without the dash/hyphen)** plus two digits. The two digits are placed at the end of the EIN and are 01 for the first person who prepares the organization’s 990-N (e-postcard).  **If the same person prepares the IRS ePostcard Form 990-N in the previous year, his/her login ID does not change from year to year.**
	+ That login ID does not change until a new person takes over preparing the Form 990-N. The new person would obtain his/her own login ID - which will end with 02. So for EIN 55-5555555, the first login ID would be 55555555501. The Login ID for the second person who prepares the Form 990-N would be 55555555502. The Login ID for the person after that would be 55555555503 and so on.
* **Important:** When the e-Postcard form comes up, you will see the Friends of Mississippi Libraries, Inc. appear.  This process is correct because it will connect your Chapter to the Friends of Mississippi Libraries, Inc. and its’ 501 (c) (3) tax exemption status.
* Proceed to complete the e-Postcard for 2015.
* Once you complete your e-Postcard. Proof read **all** information before submitting. Print copies of **ALL** documents as you complete each section for your Chapter’s records. Then click, the "Submit Filing to IRS" button.
* The form should come back with a response that says: Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.
* The final step in the process is an e-mail from the IRS indicating that Form 990-N E-Filing Receipt – IRS Status: Accepted.  This response should come back shortly depending numbers the IRS has been currently receiving.
* Please give a copy of your IRS paperwork to your Branch librarian who will forward a copy to the library system’s HQ office.

**Please review this information, if you or your Friends Chapter has any questions, please call Lacy Ellinwood.  I can be reached at 601-432-4154. Do not hesitate to call me!**