



ARMA International has entered into a new partnership with File990.org to provide a platform for all U.S. chapters to e-file their necessary IRS 990 tax forms. The information below outlines what your chapter needs to do to use the new platform:

**How will the platform work?**

File990.org will send you reminder e-mails leading up to when you need to file your 990 form. When you click on the "Get Started" link in the e-mail, you will be directed to a secure File990.org page with much (if not all) of your form prepopulated with information from the IRS that is based on your chapter's EIN.

**Can I go to the site to file on my own?**

Yes. Go to [www.file990.org](http://www.file990.org) and click "Get Started." You will need to enter your EIN. After this, the form will prepopulate with your chapter's data.

**Where do we send the 990 once completed?**

File990.org is an IRS-approved e-submitter, so you can easily submit and file online. You can also print a copy for your records and send an electronic copy to [chapters@armaintl.org](mailto:chapters@armaintl.org). These options can only be completed after you submit online, so you must complete your filing online.

**How much does file990.org cost our chapter?**

ARMA International HQ has purchased a filing for each chapter, so there is no cost to your chapter. You will not even need a coupon code, as the free aspect is based on your EIN.

**Does this filing cover State taxes also?**

Unfortunately no, File990 only covers the Federal IRS filing. If there are filings or regulations by the State or local governments, it is the chapter's responsibility to maintain these filings.

**Can we start on our filing early?**

Unfortunately no, the system will register you as filing for the current (2014-2015) tax year until June 30, 2016. Any time after July 1, 2016 the software will be able to recognize that you are filing for the 2015-2016 year. You do have to wait until the end of your tax year to begin filing.

**When must the filings be complete?**

The filings must be complete by the 15th day of the 5th month after the close of the tax year. Since all chapters close of tax year is June 30, the due date will be November 15. Although there is plenty of time to file, we encourage you to not wait until the last minute.

File990.org is a great resource for chapters to stay current with the IRS. If your chapter does not file the 990, it will lose its IRS recognition. If you have any questions about File990.org, you can contact them at 859.309.3640.



This filing is only required by U.S. chapters, and only U.S. chapters will receive the notifications.

### **When will we receive reminders?**

Reminders will begin July 1, 2016 to chapter presidents and treasurers for the 2015-2016 year. Both the president and the treasurer will have access to file for the chapter. Only one filing needs to be done. Best practice would be to designate one person to complete the filing. Reminder emails will be from [info@file990.org](mailto:info@file990.org). The email reminders will take you directly to your chapters filing. If you would like to save your filing for later, you can create an account in the top right corner of the page. After you have created the account, you can save your work, and come back to it later.

### **Which form do I use?**

Choose the form that correlates with your chapter's situation:

- **Form 990 N** – Your chapter's gross receipts are **under \$50,000**.
  - Your chapter's information will be prepopulated as to what is in the IRS database. Double check this information is correct.
- **Form 990 EZ** – Your chapter's gross receipts are **\$50,000 - \$200,000**.
  - This form is 8 pages, and basic chapter information will prepopulate from the IRS database. You will be able to import information from your bank account or Quickbooks.
  - This form will require you to have your bank records and categorize your revenue.
  - As you are using this form, you will be able to save and come back to the information later. The pages of this form can be saved into a pdf to share with other members of your chapter.

### **What type of organization is our chapter?**

One question asks what type of organization your chapter is; all ARMA chapters are 501(c)(6) organizations.

### **How do I know my filing was a success?**

At the end of your filing, you will receive a green box that says Status: Accepted.

### **Who do I contact with questions?**

For questions please contact [Heather Lehman](#) or [support@file990.org](mailto:support@file990.org).