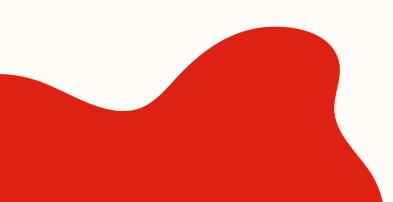# Filing IRS Form 990

Tips and Common Mistakes

Sarah Belden

April 11th, 2025
Midwest Division Conference

Introduction to Form 990

- Required annual report for nonprofit groups
- Helps maintain transparency and compliance
- Essential for Marine Corps League detachments

How to File Form 990

- Choose the correct form (990, 990-EZ, or 990-N)
- Gather necessary information: financial records, activities summary
- Submit electronically or via mail by the deadline

Form 990 Standard

- **Who files: Large nonprofit organizations**

- **Gross Receipts: Typically, more than $200,000 annually**

- **Assets: Usually greater than $500,000**

- **Detail Level: Comprehensive financial information including revenues, expenses, salaries, governance practices, and detailed activities**

Form 990-EZ (Simplified Form)

- **Who files: Mid-sized nonprofit organizations**
- **Gross Receipts: Less than $200,000 annually but more than $50,000**
- **Assets: Less than $500,000**
- **Detail Level: Less detailed; summary of financials, brief reporting on activities, assets, and liabilities**

Form 990-N (Postcard)

- **Who files: Small nonprofit organizations**

- **Gross Receipts: $50,000 or less annually**

- **Assets: No asset limit specified**

- **Detail Level: Minimal; online-only electronic form requiring basic organizational information (no financial detail required)**

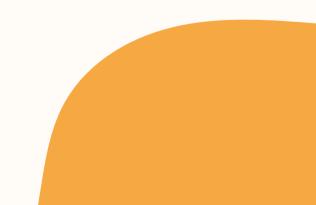- **This is what most detachments use**

Key Dates & Quick Steps

- Due the 15th day of the 5th month after fiscal year
  - Year ending December would be due May 15th
- 4 Easy steps
  - Gather bank statements & receipts
  - Choose the right form
  - Enter totals
  - Submit and Save the Receipt

Common Mistakes

- Missing the deadline to file

- Out of date registered agent or address

- Spelling errors in the Detachment name or EIN

- Forgetting to save or print the confirmation page
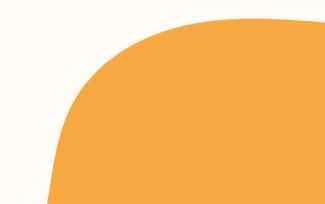
Consequences of Non-Compliance

- Administrative Dissolution of the Corporation
- Loss of ability to hold property or bank accounts in the name of the detachment
- Late fees and reinstatement costs
- Potential loss of tax-exempt status if dissolution is prolonged
  - After 3 years you have to get a new EIN and start over with the process

Quick Tips for Success

- Mark the due date on your detachment calendar today

- Keep officer lists updated after elections

- Use a shared email inbox for state notices

- File early – portals get busy near deadlines

Secretary of State

Annual Filings

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Why File With the Secretary of State?

- Keeps your nonprofit corporation active & in good standing

- Protects the ability to own property, open bank accounts, and enter contracts

- Required in addition to IRS Form 990

The Filing Basics (All States)

- Confirm corporate record (name, EIN, registered agent)

- Update officer/director list

- Pay the state filing fee (many are $0–$25 for nonprofits)

- Submit online before the deadline and save the receipt
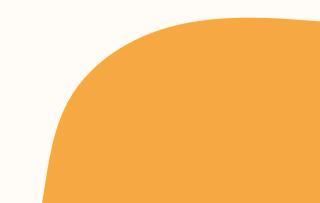
Key Deadlines at a Glance

State	Due Date	Fee*	Filing Frequency
Iowa	April 1	$0	Every 2 years
Kansas	15th day of 6th month after FY-end (e.g., June 15)	$20 online	Every year
Minnesota	December 31	$0 online	Every year
Missouri	August 31	$15 online	Every 2 years
Nebraska	April 1	$26 online	Every 2 years
North Dakota	November 15	$10	Every year
South Dakota	1st day of anniversary month	$10	Every year

*Fees are subject to change
– verify on state site.

Common Mistakes Across States

- Forgetting the different due dates & filing cycles

- Registered agent address outdated

- Officer list not updated after elections

- Not saving PDF confirmation & email receipt

Quick Compliance Tips

- Add all state deadlines to your detachment calendar today

- Use a shared email for state notices

- File online & early – portals get busy near deadlines

- Keep a digital binder with past filings & receipts

Questions?

✉️ sarah.e.belden@gmail.com

📞 507-440-7678