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Electronically File your Form 990 and State Registration Forms

Overview of the *Form 990 Online* E-Filing System

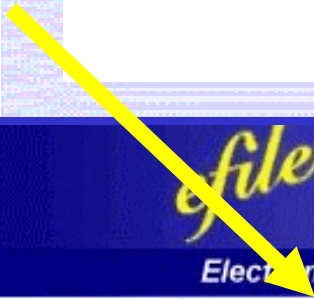
A tool for nonprofit organizations from the nonprofit
Civic Leadership Project, Inc. (Washington, DC)



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Drop-down banner menus provide easy navigation from any screen to all Form 990 or 990-EZ sections, schedules, attachments, and instructions.



The screenshot shows the top navigation banner of the form990.org website. It features a dark blue header with the 'efile' logo and 'form990.org' text. Below the header is a grey navigation bar with several drop-down menus: 'Quick Jump', 'Form 990-EZ', 'Schedule A', 'Schedule B', 'IRS Instructions', and 'Logout'. A yellow arrow points to the 'Schedule B' menu. Below the navigation bar, the main content area displays 'Form 990-EZ (Page-1) Organization Information'. At the bottom left, there is a 'Save Changes' button, and at the bottom right, there is a help icon (a question mark in a circle). A message in orange text reads: 'Click this button to save changes before jumping to another page.'



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Electronically File your Form 990 and State Registration Forms

- Quick Jump
- Form 990-EZ
- Schedule A
- Schedule B
- IRS Instructions
- Logout


- Quick Jump
- Home Page
- Control Panel
- Verify Return
- View PDF
- View E-Filing Steps

Manage, verify, and view all returns with Quick Jump access.



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Electronically File your Form 990 and State Registration Forms

- Quick Jump
- Form 990-EZ
- Schedule A
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- IRS Instructions
- Logout


- Form 990-EZ
- Organization Info.
- Part I
- Balance Sheet Detail
- Prog. Serv. Details
- List of Officers
- Other Information
- Signature Section

Access and edit any section of Form 990 or 990-EZ any time, including relevant statements and attachments.



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Electronically File your Form 990 and State Registration Forms

- Quick Jump
- Form 990-EZ
- Schedule A
- Schedule B
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- Logout

- Schedule A
- Schedule B
- Highest Paid Employees
- Highest Paid Contractors
- Statements About Activities
- Non-Private Foundation Status
- Part IV A
- Private School Questionnaire
- Part VI A
- Nonelecting Public Charities
- Transactions & Relationships

Users are guided through sections of the Form 990, 990-EZ and Schedules A & B that only pertain to their nonprofit organization.



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IRS instructions are available from any screen.

The screenshot shows the form990.org website interface. At the top, there is a navigation bar with the following menu items: Quick Jump, Form 990-EZ, Schedule A, Schedule B, IRS Instructions, and Logout. The 'IRS Instructions' menu is expanded, showing a list of options: IRS Instructions (highlighted in yellow), Form 990 & Form 990-EZ, Schedule A, and Schedule B. Below the navigation bar, a PDF viewer displays the '2003 Instructions for Form 990 and Form 990-EZ' document. The document header includes the Department of the Treasury Internal Revenue Service logo and the title '2003 Instructions for Form 990 and Form 990-EZ'. The subtitle is 'Return of Organization Exempt From Income Tax and Short Form Return of Organization Exempt From Income Tax'. A note states: 'Note: Form 990-EZ is for use by organizations with gross receipts of less than \$100,000 and total assets of less than \$250,000 at the end of the year.' A section reference note says: 'Section references are to the Internal Revenue Code unless otherwise noted.' A table of contents is visible at the bottom of the document preview.

| Contents | Page | Contents | Page |
|---------------------------------|------|--|------|
| • A Change To Note | 1 | U Political Organizations | 14 |
| • Purpose of Form | 1 | V Information Regarding Transfers Associated With Personal Benefit Contracts | 14 |
| • Phone Help | 1 | | |
| • Photographs of Minor Children | 4 | | |

complete and accurate and fully describes the organization's programs and accomplishments.

• Use the Form 990, and Form 990-EZ, to send a required election to the IRS, such as the election to capitalize costs under section 268.



The Control Panel offers a convenient way to create, access, and manage multiple returns.

ACME Charity, Inc.

Important Tips! Please Read.

- a) The changes you made on a page will not be saved if you use browser's "Back" or "Forward" buttons. You should use "Next" and "Previous" buttons on the pages for navigation.
- b) If your browser is inactive for 30 minutes you will automatically be logged out of the system and you will lose any unsaved information you may have entered. You will receive a warning two minutes before your session is closed. To avoid this, please save your data frequently.

| No. | Delete | Tax Year | Start Date | End Date | Created On | Amended | Status | View PDF | Action |
|-----|--------------------------|----------------------|------------|------------|------------|---------|----------|----------------------|--|
| 1. | <input type="checkbox"/> | 2003 | 1/1/2003 | 12/31/2003 | 2/25/2004 | No | Verified | View | Edit or Verify |

Delete Checked Items





- [Create New Return](#)



Filing requirements are identified prior to creating a new return.

Form 990 or Form 990-EZ Requirements:

This website allows you to enter and electronically file a Form 990-EZ. Please answer the following questions to see if you are eligible to enter a Form 990-EZ (rather than a full Form 990).

| | Line | Yes/No |
|--|------|---|
| 1 Did your organization have Gross Receipts of \$100,000 or more? | 1 |  No <input type="button" value="v"/> |
| 2 Does your organization have assets of \$250,000 or more? | 2 |  No <input type="button" value="v"/> |
| 3 Did your organization have unrelated business gross income of \$1,000 or more? | 3 |  No <input type="button" value="v"/> |
| Only for 501(c)(4), 501(c)(5) or 501(c)(6) Organizations: | | |
| 4 Was your organization subject to the Lobbying Proxy Tax (section 6033(e) of the IRS Code)? | 4 |  NA <input type="button" value="v"/> |

If you answered "No" or "NA" to all these questions, your organization may file a Form 990-EZ.













The option to e-file is determined for each return. Any 990-EZ return can be completed and mailed to the IRS, regardless of e-filing eligibility.

E-filing Requirements:

The IRS now allows you to e-file your Form 990-EZ Return. There are certain cases, however, where the IRS will not accept an e-filed return. Please answer the following questions to make sure you are eligible.

Note: Even if you are not eligible to e-file, you may still complete your Form 990-EZ at this website, print it out, and mail it to the IRS.

- | | | | | | |
|---|--|---|---|----|---|
| 1 | Has your organization's name changed? | 1 |  | No |  |
| 2 | Is this the final return for your organization (For example, the organization ceased operations.)? | 2 |  | No |  |
| 3 | Is this an amended return? | 3 |  | No |  |
| 4 | Is your organization's application for tax-exempt status pending? | 4 |  | No |  |
| 5 | Was there a liquidation, dissolution, termination or substantial contraction during the year? | 5 |  | No |  |

If you answered "No" to all these questions, your organization may e-file your Form 990-EZ.

Create

Cancel



990 return information can be carried from one year to the next. Data entry is simplified with drop-down menus, calculated fields, and on-line help.

Return Information

Enter the organization name

ACME Charity, Inc.

Enter the employer identification number (EIN)
(12-3456789)

00 - 1001010

Enter the start date for this return

01-01-2003



End
date



Note: If the system finds a return for the same EIN for an earlier year, it will to copy information from that return to the return you are currently entering

Questions or problems regarding this web site should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [privacy](#) policy.
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Web site developed and maintained by [Strictly Software, Inc.](#)
Last modified: February 18, 2004.

This website is best viewed with Microsoft Internet Explorer 5.5+ in 1024x768 resolution
You are currently using [Microsoft Internet Explorer 6.0](#) in 800x600 resolution.

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |

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Page and line-specific IRS instructions and expert tips are provided on every screen by clicking on the orange question mark.



Form 990-EZ Part-IV List of Officers, Directors, Trustees and Key Employees - Microsoft Internet Explo...

IRS instruction or NCCS tip for the selected page or field. - Microsoft Internet Ex...

Page Level IRS Instruction Page Level NCCS Tip

Part IV: List of Officers, Directors, Trustees, and Key Employees

List each person who was an officer, director, trustee, or key employee (defined below) of the organization at any time during the year even if they did not receive any compensation from the organization. Enter a zero in columns (B), (C), (D), or (E) if no hours were entered in column (B) and no compensation, contributions, expenses, and other allowances were paid during the reporting year, or deferred for payment to a future accounting period. Give the preferred address at which officers, etc., want the Internal Revenue Service to contact them. Use an attachment if there are more than four persons to list in Part IV.

Show all forms of cash and noncash compensation received by each listed officer, etc., whether paid currently or deferred.

If you pay any other person, such as a management services company, for the services provided by any of your officers, directors, trustees, or key employees, report the compensation and other items in Part IV as if you had paid the officers, etc., directly.

Questions are presented in same order as the 990 or 990-EZ return. Users can save changes any time to exit and return to a section.

Form 990-EZ (Page-1)
Organization Information

Save Changes
 Click this button to save changes before jumping to another page.
?

A For the tax year period beginning ? ? and ending ? ?

B Check if ? **Change of Address** ? **Initial Return** ? **Amended Return (required also for state reporting)**
? **Change of Name** ? **Final Return** ? **Application Pending**

C Name of organization ?

Number and street (or P.O. box) ?

Room/suite ?

City or town ?

State or county ? ?

ZIP + 4 ?

D Employer identification number (12-3456789) ? -



Sample of 990-EZ, Part I, Revenues Section

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Quick Jump ▾
 Form 990-EZ ▾
 Schedule A ▾
 Schedule B ▾
 IRS Forms & Instructions ▾
 Logout

Form 990-EZ (Page-1, Part-I)
Revenue Details

Save Changes

Click this button to save changes before jumping to another page.
?

| Revenue Item | Line | Details | Line | Total |
|---|------|--|---|-----------|
| 1 Contributions, gifts, grants, and similar amounts received | | | 1 ? | 3,000.00 |
| 2 Program service revenue including government fees and contracts | | | 2 ? | 200.00 |
| 3 Membership dues and assessments | | | 3 ? | 500.00 |
| 4 Investment income | | | 4 ? | 99.00 |
| 5 Sale of Assets other than inventory | | Attach | | |
| a Gross amount from sale of assets | 5a | ? | | 12,200.00 |
| b Less: cost or other basis and sales expenses | 5b | ? | | 5,100.00 |
| c Gain or (loss) from sale of assets other than inventory (line 5a less line 5b) | | | 5c ? | 7,100.00 |
| 6 Special events and activities | | Attach | | |
| If any amount from gaming , check here ? <input type="checkbox"/> | | | | |
| a Gross Revenue | 6a | ? | | 5,400.00 |
| b Less: direct expenses other than fundraising expenses | 6b | ? | | 3,100.00 |
| c Net income or (loss) from special events and activities (line 6a less line 6b) | | | 6c ? | 2,300.00 |
| CONTRIBUTIONS from special events | | | ? | 10,200.00 |
| 7 Sales of inventory | | | | |
| a Gross sales of inventory, less returns and allowances | 7a | ? | | 1,001.00 |
| b Less: cost of goods sold | 7b | ? | | 700.00 |
| c Gross profit or (loss) from sales of inventory (line 7a less | | | ? | 291.00 |

Sample of 990-EZ, Part I, Lines 5a-c Schedule of Gain (Loss) from Sale of Assets

Form 990EZ (Page-1, Part-I, Line-5)
Sales of Assets Other than Inventory



| Delete | Type | Description | Net Gain |
|--------------------------|---------------------------|--------------|----------|
| <input type="checkbox"/> | <u>NonInventory Asset</u> | Delivery Van | 1,170.00 |

Delete Checked Items

Complete form below and click "Add New Details" to save.

| | | | |
|---|-------------------------------------|---|-----------------------------------|
| 1 | Type of Asset | 1 | <input type="text" value=""/> |
| 2 | Description | 2 | <input type="text" value=""/> |
| 3 | Sales Price | 3 | <input type="text" value="0.00"/> |
| 4 | Date Sold | 4 | <input type="text" value=""/> |
| 5 | Name of Business or Individual | 5 | <input type="text" value=""/> |
| 6 | Sold to (Business or Individual) | 6 | <input type="text" value=""/> |
| 7 | Expense of Sale/Cost of Improvement | 7 | <input type="text" value="0.00"/> |
| 8 | Cost or Value when acquired | 8 | <input type="text" value="0.00"/> |



Sample of 990-EZ, Part I, Lines 6a-c Schedule of Special Events and Activities

Form 990EZ (Page-1, Part-I, Line-6) Special Events and Activities



| Delete | Description | Receipts | Revenue | Expenses | Net |
|--------------------------|---------------------------------|----------|----------|----------|----------|
| <input type="checkbox"/> | Golf Tournament | 7,000.00 | 4,500.00 | 1,500.00 | 3,000.00 |

Delete Checked Items

Complete form below and click "Add New Details" to save.

| | |
|--|-----------------------------------|
| Description | <input type="text"/> |
| Gross Receipts (includes Gross Rev. and Contributions) | <input type="text" value="0.00"/> |
| Contributions | <input type="text" value="0.00"/> |
| Gross Revenue | <input type="text" value="0.00"/> |
| Direct Expenses | <input type="text" value="0.00"/> |
| Net Income (Loss) | <input type="text" value="0.00"/> |

Add New Details

Clear

Return to Part I

Sample of 990-EZ, Part I, Expenses Section

Form 990-EZ (Page-1, Part-I) Expenses Details

Click this button to save changes before jumping to another page.



| Expense Item | Details | Line | Total |
|--|---------------------------------------|------|--|
| 10 Grants and similar amounts paid (attach schedule) | <input type="button" value="Attach"/> | 10 | <input type="text" value="5,000.00"/> |
| 11 Benefits paid to or for members | | 11 | <input type="text" value="0.00"/> |
| 12 Salaries, other compensation, and employee benefits | | 12 | <input type="text" value="0.00"/> |
| 13 Professional fees and other payments to independent contractors | | 13 | <input type="text" value="1,200.00"/> |
| 14 Occupancy, rent, utilities, and maintenance | | 14 | <input type="text" value="6,000.00"/> |
| 15 Printing, publications, postage, and shipping | | 15 | <input type="text" value="400.00"/> |
| 16 Other expenses (describe) | <input type="button" value="Attach"/> | 16 | <input type="text" value="3,000.00"/> |
| 17 Total expenses (add lines 10 through 16) | | 17 | <input type="text" value="15,600.00"/> |



Sample of 990-EZ, Part I, Line 10 Schedule of Grants and Similar Amounts Paid

Form 990EZ (Page-1, Part-I, Line-10) Grants and Similar Amounts Paid



| Name | Type | Amount |
|------|------|--------|
|------|------|--------|

Complete form below and click "Add New Details" to save.

| | | |
|---------------------------|----------------------------|--|
| 1 Grant / Allocation Type | 1 Cash | |
| 2 Number of Individuals | 2 5 | |
| 3 Grant Amount | 3 5,000.00 | |
| 4 Classification | 4 Summer Camp Scholarships | |
| 5 Name | 5 Anytown Youth Club | |
| 6 Type of Name | 6 Business | |
| 7 Country | 7 United States | |
| 8 Address | 8 123 Main Street | |
| 9 City | 9 Anytown | |
| 10 State | 10 Maryland | |
| 11 Zip | 11 20888 | |

Net Assets and other calculated fields are displayed for review.

Form 990-EZ (Page-1, Part-I) Net Assets or Fund Balances Detail

| Asset Item | Line Details | Total |
|---|--|---------------------------------------|
| 18 Excess or (deficit) for the year (line 9 less line 17) | 18 | <input type="text" value="1,020.00"/> |
| 19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return) | 19 | <input type="text" value="6,500.00"/> |
| 20 Other changes in net assets or fund balances (attach explanation) | 20 <input type="button" value="Attach"/> | <input type="text" value="0.00"/> |
| 21 Net assets or fund balances at end of year (combine lines 18 through 20) | 21 | <input type="text" value="7,520.00"/> |

< Previous

Next >

Sample of 990-EZ, Part II, Balance Sheets Section

Form 990-EZ (Page-1, Part-II) (Balance Sheet Details)

Save Changes

Click this button to save changes before jumping to another page.



| | (A) Beginning of the year | (B) End of the year | Details |
|----------------------------------|---------------------------------------|---------------------------------------|---------|
| 22 Cash, Savings and Investments | <input type="text" value="5,600.00"/> | <input type="text" value="6,820.00"/> | |
| 23 Land and Buildings | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | |
| 24 Other Assets | <input type="text" value="2,100.00"/> | <input type="text" value="700.00"/> | Attach |
| 25 Total Assets | <input type="text" value="7,700.00"/> | <input type="text" value="7,520.00"/> | |
| 26 Liabilities | <input type="text" value="1,200.00"/> | <input type="text" value="200.00"/> | Attach |
| 27 Net Assets or Fund Balances | <input type="text" value="6,500.00"/> | <input type="text" value="7,320.00"/> | |
| Total Liabilities and Net Assets | <input type="text" value="7,700.00"/> | <input type="text" value="7,520.00"/> | |

< Previous

Next >

Sample of 990-EZ, Part IV

List of Officers, Directors, Trustees and Key Employees

Form 990-EZ (Page-2, Part-IV)

List of Officers, Directors, Trustees and Key Employees

List each one even if not compensated.



| Delete | Name | Title | Hours | Compensation | Expense Accounts |
|--------------------------|---------------------------------|-----------|-------|--------------|------------------|
| <input type="checkbox"/> | Jennifer Winger | Treasurer | 15.00 | 0.00 | 0.00 |
| <input type="checkbox"/> | Ronald Smith | President | 5.00 | 0.00 | 0.00 |

Delete Checked Items

Complete form below and click "Add New Details" to save.

1 Name

1

2 Title

2

3 Country

3

4 Address

4

5 City

5

Sample of Signature Section

Form 990-EZ - (Signature Section)

Click this button to save changes before jumping to another page.



Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

For Officer:

A Name of Officer



B Title



C Email Address



D Telephone Number



E Date of Signature



(MM-DD-YYYY)

For Paid Preparer:

F Firm Name



Users are guided through relevant sections of Schedule A based on their answers on Part IV.

Schedule A Part IV

Reason for Non-Private Foundation Status

Save Changes

Click this button to save changes before jumping to another page.



The organization is not a private foundation because it is:

- 5 A church, convention of churches, or association of churches. Section 170(b)(1)(A)(i).
- 6 A school. Section 170(b)(1)(A)(ii). (Also complete Part V.)
- 7 A hospital or a cooperative hospital service organization. Section 170(b)(1)(A)(iii).
- 8 A Federal, state, or local government or governmental unit. Section 170(b)(1)(A)(v).
- 9 A medical research organization operated in conjunction with a hospital. Section 170(b)(1)(A)(iii).

Hospital Name

City

State







- 10 An organization operated for the benefit of a college or university owned or operated by a governmental unit. Section 170(b)(1)(A)(iv). (Also complete the Support Schedule in Part IV-A.)
- 11 a An organization that normally receives a substantial part of its support from a governmental unit or from the general public. Section 170(b)(1)(A)(vi). (Also complete the Support Schedule in Part IV-A.)

Sample of Schedule B, Part I List of Contributors

Schedule B ?

| Delete | Name | Address | City | Amount |
|--------------------------|----------------------------|--------------|---------|----------|
| <input type="checkbox"/> | Penny Lane | Winding Road | Anytown | 2,500.00 |

Delete Checked Items

**Schedule B - Part I
Contributors**

2

| | | |
|-----------------------------|---|---|
| (a) Number | ? | Art Kraft |
| (b) Name of contributor | ? | United States v |
| Contributor's Country | ? | Stickley Drive |
| Contributor's Address | ? | Anytown |
| Contributor's City/Town | ? | Maryland v |
| Contributor's State | ? | 20888 |
| Contributor's ZIP | ? | 200.00 |
| (c) Aggregate contributions | ? | |



Electronically File your Form 990 and State Registration Forms

Upload lists from Excel into Schedule B & some attachments

Upload Attachment - "Schedule B - Part I, Part II and Part III"

Please select the Excel file to upload:

Browse...

Submit

Cancel

Right click the "Download Template" link and then select "Save Target As" to download an Excel template file for the attachment "Schedule B - Part I, Part II and Part III". The Template contains the required column headers for the import spreadsheet.

[Download Template](#)

Please click the "Attachment Tips" button for additional help and information about the Attachment Import Utility.

Attachment Tips

The table below displays the Excel file format for the attachment "Schedule B - Part I, Part II and Part III":

| Column Name | Column Header Name | Column Data Type | Predefined Values |
|-------------|--------------------|------------------|---|
| A | Type Of Name | Text | 'Person' Or 'Business' Or 'pd527(j)(1)' |
| B | Name | Text | |
| C | Address | Text | |
| D | City | Text | |
| E | State | Text | |
| F | Zip | Text | |
| G | Contributions | Numeric | |



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Users are prompted to view and verify the return once all relevant sections are complete.



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Quick Jump

Form 990-EZ

Schedule A

Schedule B

IRS Instructions

Logout

Congratulations. You have completed the data entry for your Form 990-EZ.

You may now perform one of the following options:

- You can use the menus above to go back and edit any of the information you have entered.
- Click [here](#) to have the system generate a PDF of your Form 990-EZ so that you can view the information you have entered.
- Click [here](#) to verify your return to make sure that you have entered all the required information.
- Click [here](#) to return to the Form 990-EZ Control Panel.



The verification process identifies errors and omissions, prompting the user to make corrections prior to filing the return.

Verifying Required Information . . .

REQUIRED INFORMATION VERIFICATION COMPLETE - STATUS: **SUCCESS**

Verifying Data Integrity . . .

DATA INTEGRITY CHECK COMPLETE - STATUS: **SUCCESS**

Verifying Attachments . . .

Unused attachment deleted: Form: 990 Part: Question: Page:
Action Required: **No**

ATTACHMENT VERIFICATION COMPLETE - STATUS: **SUCCESS**

**The verification of this return was successful.
Now you can mark this return as complete or choose any action from the following links.**

[Go to Control Panel](#)

[Edit This Return](#)

[Verify This Return](#)

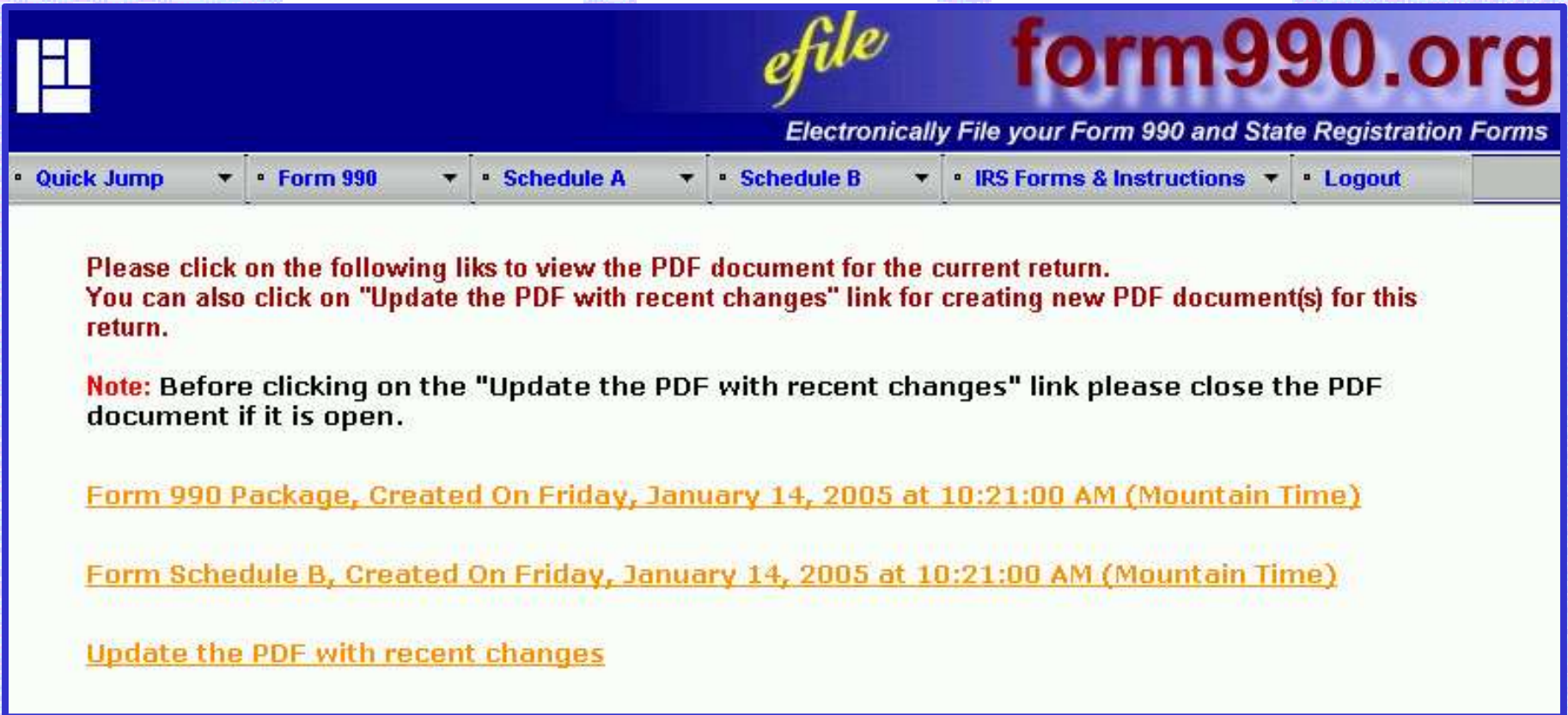
[Mark This Return As Complete](#)



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Electronically File your Form 990 and State Registration Forms

The completed Form 990 or 990-EZ with all attachments and schedules is viewed and downloaded as a PDF file. Users can print and mail the return to the IRS, or file electronically if eligible.



The screenshot shows the top navigation bar of the form990.org website. It features the 'efile' logo and the 'form990.org' text in red. Below the navigation bar is a menu with several dropdown options: 'Quick Jump', 'Form 990', 'Schedule A', 'Schedule B', 'IRS Forms & Instructions', and 'Logout'. The main content area contains a message in red text: 'Please click on the following links to view the PDF document for the current return. You can also click on "Update the PDF with recent changes" link for creating new PDF document(s) for this return.' Below this message is a note: 'Note: Before clicking on the "Update the PDF with recent changes" link please close the PDF document if it is open.' There are three links listed: 'Form 990 Package, Created On Friday, January 14, 2005 at 10:21:00 AM (Mountain Time)', 'Form Schedule B, Created On Friday, January 14, 2005 at 10:21:00 AM (Mountain Time)', and 'Update the PDF with recent changes'.

efile **form990.org**
Electronically File your Form 990 and State Registration Forms

▫ Quick Jump ▾ ▫ Form 990 ▾ ▫ Schedule A ▾ ▫ Schedule B ▾ ▫ IRS Forms & Instructions ▾ ▫ Logout

Please click on the following links to view the PDF document for the current return.
You can also click on "Update the PDF with recent changes" link for creating new PDF document(s) for this return.

Note: Before clicking on the "Update the PDF with recent changes" link please close the PDF document if it is open.

[Form 990 Package, Created On Friday, January 14, 2005 at 10:21:00 AM \(Mountain Time\)](#)

[Form Schedule B, Created On Friday, January 14, 2005 at 10:21:00 AM \(Mountain Time\)](#)

[Update the PDF with recent changes](#)



Electronically File your Form 990 and State Registration Forms

The completed Form 990 or 990-EZ with all attachments and schedules is viewed and downloaded as a PDF file. Users can print and mail the return to the IRS, or file electronically if eligible.

The screenshot shows the 'Short Form 990-EZ Return of Organization Exempt From Income Tax' for the year 2003. The form is for 'ACME Charity, Inc.' and covers the period from 01/01/03 to 12/31/03. The software interface includes a toolbar at the top with options like 'Zoom In', 'Undo', 'Redo', 'Copy', and 'Print'. A sidebar on the left contains 'Bookmarks', 'Signatures', 'Layers', and 'Pages'. The form itself is divided into sections A through K, with various fields for organization information, identification numbers, and filing details. A prominent black box on the right side of the form reads '2003 Open to Public Inspection'. The bottom of the window shows a page indicator '1 of 17' and a zoom level of '91%'.

| Short Form | | OMB No. 1545-1150 |
|--|---|---|
| Form 990-EZ | | 2003 |
| Return of Organization Exempt From Income Tax | | Open to Public Inspection |
| Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) | | |
| ▶ For organizations with gross receipts less than \$100,000 and total assets less than \$250,000 at the end of the year. | | |
| ▶ The organization may have to use a copy of this return to satisfy state reporting requirements. | | |
| A For the 2003 calendar year, or tax year beginning 01/01/03 , 2003, and ending 12/31/03 , 20 | | |
| B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending | C Name of organization ACME Charity, Inc. Number and street (or P.O. box, if mail is not delivered to street address) Room/suite P.O. Box 888 City or town, state or country, and ZIP + 4 Anytown, MD 20888 | D Employer identification number 00-1001010 E Telephone number (123) 888-8888 F Enter 4-digit (GEN) ▶ 8888 |
| • Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ). | | |
| I Web site: ▶ www.acmecharity.org | | G Accounting method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ▶ |
| J Organization type (check only one) <input checked="" type="checkbox"/> 501(c) (3) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527 | | H Check ▶ <input type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF). |
| K Check ▶ <input checked="" type="checkbox"/> if the organization's gross receipts are normally not more than \$25,000. The organization need not file a return with the IRS; but if the organization received a Form 990 Postcard in the mail, it should file a return without financial data. Some states require a complete return. | | |



form990.org

Electronically File your Form 990 and State Registration Forms

You will receive an e-mail notification when your return is sent to the IRS and another when it is accepted.

From: efiletechsupport@urban.org
Sent: Wednesday, January 12, 2005 11:18 AM
To: jane.Cfo@goodworks.org
Subject: **Form 990-EZ E-filing Receipt - IRS Status: Accepted**

Organization: Good Works, Inc.
EIN: 99-0123456
Return Type: Form 990-EZ
Return Year: 2003
IRS Return ID: 11111111111111c002228
Return Timestamp: 1/12/2005 11:13:40 AM
IRS Accepted Date: 1/12/2005 11:15:00 AM

Thank you for using the Form 990 Online system for preparing and electronically filing your Form 990 EZ return. This email contains some important identifying information about the return we transmitted. You may want to keep this email in case you need to contact the IRS regarding your return.

The return described above was transmitted to the IRS. The IRS has ACCEPTED the return. Congratulations.

NOTE: The IRS does NOT reject returns for being late. If this return was transmitted to the IRS after the due date, and your organization has not filed a Form 8868 (Request for Extension), you may receive a letter from the IRS indicating whether your organization owes any penalties or other fees.

Please visit <http://efile.form990.org> to stay informed of enhancements to our e-filing systems.

Once again, thank you for using the Form 990-EZ Online system.

e-file.form990.org technical support
Phone: 866-518-3874 (toll free)
email: efiletechsupport@urban.org