

# Bank Accounts and IRS Reporting

## Should my group open a Bank Account?

Before opening a bank account, please review the following A.A. literature for guidance, found at [www.aa.org](http://www.aa.org):

- [A.A. Guidelines: Finance](#)
- [Starting a New AA Group](#)
- [Self-Support: Where Money and Spirituality Mix](#)
- [The A.A. Group Treasurer](#)

An Employer's Identification Number (EIN) is required to open a business bank account and notifies the IRS that a business has been formed and will be subject to annual tax, or informational, returns.

## How do I open a Bank Account?

Federal Regulations on the Banking Industry have increased the complexity of obtaining a business checking account. The information required to open a business checking account in addition to an EIN, regardless of tax exempt status, varies by bank. Contact the prospective banks to obtain their specific information requirements and fees. Many groups use the Twelve Traditions for their Articles of Incorporation when that information is required.

The IRS is responding to the Paperwork Reduction Act of 1995 by providing more online applications; reducing the amount of paperwork and expediting the overall process. Online applications currently for both the FEIN and Tax Exempt status.

All forms and publications referenced below are available at [www.irs.gov](http://www.irs.gov)

### EIN Application:

- Review Form SS-4 for the information required to complete the online application. General guidance on Form SS-4 is also available on [www.aageorgia.org](http://www.aageorgia.org)
- Enter "FEIN" in the Search box at [www.irs.gov](http://www.irs.gov)
- Choose appropriate search results to apply online
- **Once an EIN has been provided the group is subject to annual IRS tax or informational returns**

### Tax Exempt Application:

- Some organizations are treated as tax exempt under IRC Section 501(c)(3) without being required to file Form 1023, provided they are organized and operated appropriately. Which includes any organization (other than a private foundation) normally having annual gross receipts of not more than \$5,000 (as of 2015 Tax Law)
- Review Publication 557 – "Tax Exempt Status for your Organization" (AA qualifies as a 501(c)(3) Public Charity) for rules and regulations that apply to Tax Exempt Organizations.
  - Some organizations are treated as tax exempt under IRC Section 501(c)(3) without being required to file Form 1023
  - Review section "Organizations Not Required To File Form 1023"
- Review Publication 4220 – Applying for 501(c)(3) Tax-Exempt Status
- If required, complete Form 1023 – Application for recognition of exemption under section 501(c)(3)
  - Enter "1023" in the Search box at [www.irs.gov](http://www.irs.gov)
  - Choose appropriate search results for Form 1023-EZ online application or 1023 for the paper application

## Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) from [IRS.Gov](https://www.irs.gov):

Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ.

- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

### Who must file

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less must file the *e-Postcard* (see [Who Must File FAQs](#)). Exceptions to this requirement include:

- Organizations that are included in a group return,
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- Organizations [required to file a different return](#)

### Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). **You cannot file the *e-Postcard* until after your tax year ends.**

**Example:** If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS [YouTube presentation](#) for more information.

### How to file

### Information you will need

Form 990-N is easy to complete. You'll need only [eight items of basic information](#) about your organization.

1. [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN).
2. [Tax year](#)
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual [gross receipts](#) are \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

## File e-Postcard

Select form Hyperlink: <https://apps.irs.gov/app/scripts/exit.jsp?dest=https://epostcard.form990.org/>

If an error occurs contact the [IRS Help Desk](#) (1-800-876-1715 or email) if this error condition persists.

### STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. **If you already have a login ID, either recently created or from a previous year, go to Step 2.**

### STEP 2: [Create your Form 990-N \(e-Postcard\)](#)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

### STEP 3: **Submit your Form 990-N (e-Postcard)**

Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

## eAuthentication

To file 990-N on or before February 28, 2016:

The Urban Institute will continue to host Form 990-N at <http://epostcard.form990.org/> until February 28, 2016. If you file your organization's tax-year 2015 990-N on or **before** February 28, 2016, you won't be required to register for the new Form 990 submission process at IRS.gov until you file your tax-year 2016 Form 990-N in 2017.

To file 990-N on or after February 29, 2016:

The IRS will begin hosting Form 990-N on February 29, 2016. All form 990-N users (including users previously registered with Urban Institute) who file after February 28, 2016, will be required to register with *eAuthentication* before completing the 990-N.

After your one-time registration with *eAuthentication*, you can file future Form 990-Ns on the IRS.gov page without the need to visit *eAuthentication* each time.

**In the unlikely event that technical issues delay implementation of the new Form 990-N submission process, systems are in place to prevent organizations from being penalized if their filing due dates occur before the system is in place. To avoid this, please consider filing your 2015 return prior to February 29.**