

Instructions for IRS Form 990-EZ

These instructions are intended to help clarify and supplement the instructions for Form 990-EZ as published by the IRS. They are not intended to replace those instructions. You may find both the form and instructions on the IRS website (www.irs.gov)

Items A-L

- A. Fiscal Year – The fiscal year should be stated in the PTA bylaws and is a 12-month period used to set the activities and budget year of the PTA.
- B. Check if applicable – Check the appropriate box to indicate the type of return.
- C. Name and address – If the Form 990-EZ has a preaddressed mailing label, please attach that label in this box. If there is no preaddressed mailing label, insert the name and address of the PTA.
- D. Federal Employer Identification Number – If there is a preaddressed label no entry is necessary. If there is no preaddressed label insert the PTAs FEIN number.
- E. Telephone Number – If the PTA does not have an assigned phone number, use the president's phone number.
- F. Four-digit group exemption number –
- G. Accounting Method — PTAs should check the box marked "Cash".
- H. For PTAs receiving \$5,000.00 or more in money or in kind from any one contributor during the year — For most PTAs you would check that you are not required to attach Schedule B. **Note: Failure to check this box could result in an incomplete form.**
- I. Website – Give the organization's web address or write "N/A" if one is not available.
- J. Tax Exempt Status – Check the first box – 501(c)(3). **Please note that since the PTA is exempt under Section 501(c)(3), the PTA must file a Schedule A with Form 990-EZ.**
- K. Form of Organization – Check Corporation.
- L. Enter gross receipts – Add lines 5b, 6c, 7b, to line 9. If gross receipts are more than \$200,000.00 you must file Form 990 instead of Form 990-EZ.

Part I: Revenue, Expenses and Changes in Net Assets or Fund Balances

Check box if a Schedule O is used to respond to any question in Part I

- Line 1.** PTAs may have some income to be entered in this line; this line includes donations, grants, restaurant nights, box tops, giant, e-script etc....
- Line 2.** Record revenue from the Program Services you provide. This could be money charged to participate in a dance or movie for example.
- Line 3.** The membership dues collected by the PTA would be entered on this line.

Please note: Do not include the portion of membership dues that is sent to a council or to the state and national PTA. Only include your portion

Line 4. If the PTA earned interest on a savings account, checking account, Certificate of Deposit, or other investments, that interest income would be entered on this line.

Lines 5a, 5b, 5c. Most PTAs would not have entries on these lines.

Line 6a. Enter gross income from gaming such as raffles, bingo games, and other gaming activities. If over \$15,000.00, you are required to fill out schedule G.

Line 6b. Enter the gross revenue from all special events and activities such as dinners, dances, carnivals, concerts, auctions, and door-to-door sales of merchandise, which are designed to raise funds to support your organization. If income reported on this line is more than \$15,000.00 you are required to fill out Schedule G. You will be asked to list each event with gross receipts greater than \$5,000.00.

Line 6c. Any expenses incurred from the activities reported on line 6a would be entered on this line.

Line 6d. Add lines 6a and 6b, then subtract line 6c.

Line 7a. Enter the gross revenue from activities involving the sale of merchandise (i.e. T-shirts, book fairs, yearbooks)

Line 7b. Any expenses incurred from the activities reported on line 7a would be entered on this line

Line 7c. Subtract line 7b from 7a.

Line 8 Any other income not already reported would be entered on this line. A description of that income must be included using Schedule O.

Line 9 Add together lines 1, 2, 3, 4, 5c, 6c, 7c, and 8 and enter the total.

Line 10 If the PTA distributed some of its funds in the form of grants or scholarships, that amount would be entered on this line.

Line 11 A PTA should not have an entry on this line.

Line 12 A PTA should not have an entry on this line.

Line 13 If the PTA paid for accounting, legal or other services or made payments to individuals who acted as independent contractors in providing services to the PTA, those expenses would be entered on this line. If payments were made to an independent contractor, the PTA may need to file Form 1099 MISC., if over \$600.00

Line 14 A PTA should not have an entry on this line.

Line 15 Enter the total amount for the types of expenses outlined.

- Line 16** Any expenses not already included in this report should be entered on this line. A description will have to be attached using Schedule O.
- Line 17** Add together lines 10, 11, 12, 13, 14, 15, and 16 and enter the total on this line.
- Line 18** Subtract line 17 from line 9. If line 17 is more than line 9, enter the difference between the two amounts in parentheses.
- Line 19** The entry on this line would be from last year's Form 990-EZ, Line 21. It would be the same as the "carry forward" from last year to the beginning of the current year. It should be the bank balance at the start of fiscal year.
- Line 20** A PTA should not have an entry on this line.
- Line 21** Add together lines 18, 19, and 20 and enter the total on this line. **This should be your Cash on Hand at the close of the fiscal year.**

Part II Balance Sheets

Do not forget to check the box if you use Schedule O to Respond to any question in Part II.

- Line 22 A** The entry on this line should be the total of all the PTA's funds in its checking and savings accounts or other investments at the beginning of the current year. This amount should match the amount on line 19.
- Line 22 B** The entry on this line should be the total of all PTA's funds in its checking and savings accounts or other investments at the end of the current year. This amount should be the same as line 21.
- Line 23A** A PTA should not have an entry on this line.
- Line 23 B** A PTA should not have an entry on this line.
- Line 24 A** A PTA should not have an entry on this line.
- Line 24 B** A PTA should not have an entry on this line.
- Line 25 A** Add together lines 22A, 23A, and 24A and enter the total on this line.
- Line 25 B** Add together lines 22B, 23B and 24B and enter the total on this line.
- Line 26 A** A PTA should not have an entry on this line.
- Line 26 B** A PTA should not have an entry on this line.
- Line 27A** Subtract the entry on line 26A from the entry on line 25A.
- Line 27B** Subtract the entry on line 26B from the entry on line 25B. **Please note that the entry on line 27B must agree with the entry on line 21.**

Part III Statement of Program Service Accomplishments

Do not forget to check the box if you use Schedule O to Respond to any question in Part III.

The organization's primary exempt purpose is Engaging families & communities to advocate for children.

Lines 28 through 31 See sample form for explanation of activities. Enter total cost of each.

Line 32 Add together lines 28a, 29a, 30a and 31a and enter the total. **Please note the total does not have to equal the total amount of expenses listed on line 16. See Schedule O.**

Part IV List of Officers, Directors and Key Employees

You may need to check the box if you have more names than lines.

You are required to list all officers and board of directors' members and the number of hours they volunteer. The individuals listed will be those members during the fiscal year of the report. Columns C, D and E should all be zero as none of these members are paid.

Part V Other Information

Lines 33 through 40 should all be checked No

Line 41 **Maryland (Secretary of State)**

Line 42 List the name of the **current** treasurer and their address and telephone number. The Treasurer's address and telephone number are not public record and can be redacted if providing a copy of the 990-EZ to the general public.

Line 42b Should be No

Line 42c Should be No

Line 43 No response is required

Line 44a, b, & c Should be No and **44d** should be no response

Line 45a & b Should be No

Line 46 Should be No

Part VI 501(c)(3) organizations only

Line 47 Should be Yes for our example, and Schedule C, Part II B must be completed. For some PTAs the answer will be No.

Line 48 and 49a & b Should be No

Lines 50 and 51 Write "None"

Line 52 Check "Yes" box. All 501(c)(3) organizations must complete Schedule A.

Sign and date the return. The PTA President should be the person signing the return. Be sure to submit a copy to Free State PTA (treasurer.fspta@gmail.com) and to PTA Council (socadocuments@ptachc.org). Attach a copy to your Annual Update of Registration for the Maryland Secretary of State.

Schedule A -- Public Charity Status and Public Support

Part I Check box 10

Part II It is not applicable to PTAs

Part III **Must be filled out. If information is not available you may enter N/A** See sample report.
You will need to complete sections A, B, and if you have been in existence more than five years, complete C & and if you reported interest income on line 10a, complete Section D.

Part IV It is not applicable to PTAs

Schedule C -- Political Campaign and Lobbying Activities

For most PTAs the only section of this form necessary to fill out would be Part II B and Part IV. This form is only necessary if you answered YES on form 990-EZ question 47.

Schedule G -- Supplemental Information Regarding Fundraising or Gaming Activities

Part I Does Not Apply to PTAs.

Part II Fundraising Events

List information requested for top 2 fundraisers grossing more than \$5000 in columns a & b. Don't forget to include the amounts on line 1 of 990-EZ. Combine all other fundraising events, except for gaming, to place in column c.

Part III Gaming

Most PTAs might not have information in this section. If a PTA reported more than \$15,000 on line 6a of the 990-EZ, this section must be completed.

Schedule O -- Supplemental Information to Form 990 and 990-EZ

This schedule is used for other information that will not fit in the space allotted on the 990-EZ. There is a box on the form 990-EZ that must be checked if additional information is included on Schedule O.

Notes:

Each page should contain the name and FEIN of your PTA in the event pages are lost or misplaced.

After all forms are completed, please make 3 additional copies. Send the original via Certified mail to:

Department of the Treasurer
Internal Revenue Service Center
Ogden, UT. 84201-0027

Maintain one copy for your records.

Send copies to:

1. Office of the Secretary of State
16 Francis Street
Annapolis, MD 21401
 - Include your Certification Form and either your Registration Statement for Charitable Organizations COR-92 or Annual Update of Registration
2. Free State PTA
treasurer.fspta@gmail.com
3. PTA Council
socadocuments@ptachc.org