

Florida PTA Income Tax Filing Information

Federal IRS Form 990

Due Date: IRS Form 990 Filing: November 15, 2024

IRS Form 990, Federal Income Tax Return, or an **IRS Form 8868**, (application for an IRS extension of the due date) must be filed with the IRS no later than midnight **November 15, 2024**. Failure to file an **IRS Form 990** informational tax return in one year or a late filing will result in an **IRS penalty**. Failure to file a **Form 990** for 3 consecutive years will result in automatic **IRS revocation of your 501(c)(3) tax-exempt status**. If you file late in the 3rd year, your tax-exempt status will be automatically revoked at midnight on November 15.

Tax Period for 2023 990 Filing This Year: (07/01/2023 – 06/30/2024)

In Florida, according to your bylaws, the PTA/PTSA fiscal year ends on June 30. Therefore, your Federal Internal Revenue Service (IRS) **2023 Form 990** tax return, or **Form 8868 Extension**, is due this year on or before midnight **November 15, 2024**. (The 15th day of the 5th month after the close of your tax year.)

Audit as of 6-30-2024 must be Completed First

File the IRS 990 as soon as your PTA annual audit is completed and gross receipts/total income is determined. The audit cannot be properly completed until the end of the fiscal year when the bank statement as of 6-30-2024 is available. When the audit is completed, it is a compliance requirement to send a SIGNED and DATED copy to Florida PTA.

Email signed and dated audit report to: **audit@floridapta.org**

Important Florida PTA Compliance Requirement – Send a complete COPY to Florida PTA

Immediately upon filing your **2023 IRS Form 990** or receiving the **IRS approved Form 8868** extension request, you are required to forward a complete copy to the Florida PTA State Office by Email, Fax or Mail.

Email to: 990@floridapta.org

Fax to: 407-240-9577 or Mail to: Florida PTA, 1747 Orlando Central Parkway, Orlando, FL 32809

If you file **990-N (e-Postcard)** forward IRS e-Filing receipt showing “**ACCEPTED**” status.

If you file IRS **Form 990EZ** or **Form 990**, or **Form 8868** forward a complete copy to Florida PTA by **November 30, 2024**.

| 990 Filing Requirements / Thresholds | |
|--------------------------------------|---|
| | If your PTA's normal gross receipts are: |
| 990N (e-Postcard) | Income: Three-Year Average of Receipts must be equal to or less than \$50,000 |
| 990EZ | Income: Three-Year Average of Receipts must be equal to or more than \$50,000 and less than \$200,000 |
| 990 | Income: Three-Year Average of Receipts must be equal to or more than \$200,000 |

Form 990-N - Instructions to File Online:

<https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Notice-Form-990-N-for-Small-Organizations-FAQs-How-to-File>

If income/gross receipts are normally less than \$50,000, you are eligible to file **990-N (e-Postcard)**.

Definition of Normal Gross Receipts: According to the IRS, take the 3-year average of income/gross receipts to calculate “normal” gross receipts.

Definition of Gross Receipts: The total revenue/income from all sources in a **Tax Period** and does not account for any expenses. This is the total of **all deposits made to your PTA/PTSA bank account** during the tax period.

990 Filing Resources for PTAs:

- Complete IRS 2023 990 filing instructions are available at <http://www.irs.gov/pub/irs-pdf/i990.pdf>
- Florida PTA Kit of Materials – Section 3 – Dollar\$ and \$en\$e – PTAs & Federal Taxes
- National PTA Back to School Kit – www.pta.org (search Local PTA Leader Kit); you will be required to register to obtain access to the updated information. A resource for 990 filing and other PTA tips and

For additional questions or assistance send an email to: **COMPLIANCE@floridapta.org**