



# Information Needed to File e-Postcard

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Completing the e-Postcard requires the eight items listed below:

- 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)

## Additional information:

### [Form 990-N: Information Reported](#)

## Charities & Non-Profits Topics

- [Charities & Non-Profits A-Z Site Index](#)
- [Tax Exempt Organization Search](#)
- [Calendar of Events](#)
- [Exempt Organizations Audit Process](#)
- [Current Edition of Exempt Organizations Update](#)
- [Webinars for Tax Exempt Government Entities](#)
- [Life Cycle of an Exempt Organization](#)
- [Taxpayer Bill of Rights](#)
- [Requesting Educational Services from Tax Exempt Government Entities](#)
- [Tax Exempt Government Entities Division At a Glance](#)
- [Tax Exempt and Government Entities Issue Snapshots](#)
- [Tax Topic 102 - Tax Assistance for Individuals with Disabilities](#)

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