

Ohio District CKI Club Tax Form Requirement

- **Applies to:** Any club in the Ohio District that has a financial account beyond their school's administration.
- **What is it:** Form 990 E-Postcard. This is an online tax form that organizations need to fill out in order to be exempt from paying taxes.
- **Where to find it:** You can find the form at: <http://epostcard.form990.org/>
- **What you need beforehand:** To gain access to the form, you will need your club's Employee Identification Number (EIN).
 - The easiest and fastest way to get this number would be to call Circle K International Membership Services at 317-875-8755, ext. 411. You will need your club's ID number when you call international; just ask your Ohio District Treasurer for this information if you don't know it off hand.
 - If Circle K International does not have an EIN on record for your club, try asking the past treasurer, your Kiwanis or faculty advisors, and your bank. Once acquired, you will need to contact Circle K International so they can put your number on record and inform the IRS. If you go through this process, it will take about a month until everything flows through and you can fill out the form.
- **When it's due:** By my understanding of the form, it needs to be filled out every year sometime between January 1st and May 15th. The following is the official due date per the IRS.
 - The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For 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. **You cannot file the e-Postcard until after your tax year ends.**
- **Further Resources:**
 - IRS Informational Website: <http://www.irs.gov/charities/article/0,,id=169250,00.html>
 - Your Ohio District Treasurer!!