

# Annual 990N E-Postcard Worksheet

Organization's Legal Name: \_\_\_\_\_

Other Names Your Organization May Use: \_\_\_\_\_

Organization's Mailing Address: \_\_\_\_\_

Organization's Web Address (if applicable): \_\_\_\_\_

Organization's Employer's Identification Number (EIN): \_\_\_\_\_

Name and Address of the Principal Officer (tied to the EIN) of Your Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This organization's annual gross receipts are normally \$25,000 or less.

This organization is no longer in business.

**NOTE: If receipts are over \$25,000, STOP and go to Form 990 or Form 990EZ.**

Organization's Tax Year (Month/Day to Month/Day)

\_\_\_\_\_

Total Revenue in (year) \_\_\_\_\_

Source	Amount	Percentage
Private	\$ _____	_____ %
Businesses	\$ _____	_____ %
Foundations	\$ _____	_____ %
Other _____	\$ _____	_____ %

Endowment Principal Amount \$ \_\_\_\_\_

Investment Tools	Amount	Percentage
CD's	\$ _____	_____ %
Money Market	\$ _____	_____ %
Savings	\$ _____	_____ %
Checking	\$ _____	_____ %
Other:	\$ _____	_____ %

Send completed worksheet to:

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