

Here are some things you will need to know about filing 990s:

- 1) Please make sure that the Post is filing a 990 and the Auxiliary files a separate 990. THEY CAN NOT BE FILED TOGETHER!
- 2) If you are filing a 990N you MUST HAVE the organization name as VETERANS OF FOREIGN WARS OF THE UNITED STATES DEPT OF COLORADO in the Organization Details Screen, then you can add your post name in as the DBA in the next screen, but this needs to be done to be considered as a sub-ordinate of the State IRS Group Exemption ID.

Organization's legal name -Line 1

VETERANS OF FOREIGN WARS OF THE

Organization's legal name -Line 2

UNITED STATES DEPT OF COLORADO

**Organization:**

DBA Name

DBA Name - continued

**ENTER ADDITIONAL DBA NAMES**

- 3) For those filing an 990-EZ please use the example below for how it needs to be filled out. The Name of Organization MUST be Veterans of Foreign Wars of the United States Dept of Colorado. The 2023 form has in box F the Group Exemption Number – YOU MUST HAVE 1718 (this does the filing under the state group ID with the IRS).

Click on the question-mark icons to display help windows.  
The information provided will enable you to file a more complete return and reduce the chances the IRS will need to contact you.

Form <b>990-EZ</b>  Department of the Treasury Internal Revenue Service	<b>Short Form</b> <b>Return of Organization Exempt From Income Tax</b> Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) Do not enter social security numbers on this form, as it may be made public. Go to <a href="http://www.irs.gov/Form990EZ">www.irs.gov/Form990EZ</a> for instructions and the latest information.	OMB No. 1545-0047  <b>2023</b>  <b>Open to Public Inspection</b>
<b>A For the 2023 calendar year, or tax year beginning</b> _____, 2023, and ending _____, 20____		
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C Name of organization</b> <b>Veterans of Foreign Wars of the United States Dept of Colorado</b> Number and street (or P.O. box if mail is not delivered to street address) _____ Room/suite _____ <b>YOUR ADDRESS</b> City or town, state or province, country, and ZIP or foreign postal code <b>YOUR CITY/STATE/ZIP</b>	<b>D Employer identification number</b> <b>YOUR EIN</b>  <b>E Telephone number</b> <b>YOUR NUMBER</b>  <b>F Group Exemption Number</b> <b>1718</b>
<b>G Accounting Method:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify): _____		<b>H</b> Check <input type="checkbox"/> if the organization is <b>not</b> required to attach Schedule B (Form 990).
<b>I Website:</b> _____		
<b>J Tax-exempt status</b> (check only one) – <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		

- 4) For those filing out the 990 long form – You MUST have the Name of Organization to be Veterans of Foreign Wars of the United States Dept of Colorado and in Box H (a & b - the two checks boxes should be NO) Hc MUST be 1718

Form **990****Return of Organization Exempt From Income Tax**

OMB No. 1545-0047

Department of the Treasury  
Internal Revenue Service

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**2023****Open to Public Inspection**

<b>A</b> For the 2023 calendar year, or tax year beginning , 2023, and ending , 20	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>Veterans of Foreign Wars of the United States Dept of Colorado</b>
	Doing business as <b>YOUR POST NAME/NUMBER</b>
	Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>YOUR ADDRESS</b>
	City or town, state or province, country, and ZIP or foreign postal code <b>YOUR CITY/STATE/ZIP</b>
<b>D</b> Employer identification number <b>YOUR EIN</b>	<b>E</b> Telephone number <b>YOUR NUMBER</b>
<b>F</b> Name and address of principal officer:	<b>G</b> Gross receipts \$
<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," attach a list. See instructions.
<b>I</b> Tax-exempt status: <input type="checkbox"/> 501(c)(3) <input checked="" type="checkbox"/> 501(c) ( <b>19</b> ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	<b>H(c)</b> Group exemption number <b>1718</b>
<b>J</b> Website:	<b>M</b> State of legal domicile:
<b>K</b> Form of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other	<b>L</b> Year of formation:

5) If you go to an outside preparer then you MUST get them all this information. Department Headquarters does keep track of when you file the 990 – we require that you send a copy of the form for us to keep on file. **PLEASE SEND US A COPY OF YOUR MOST CURRENT FILING!**