Tax-Exempt Organization Burden Survey

Web Survey Instructions

1. **Go to the website.**
   To take the survey online, please go to: **www.IRS-TEB990N.org**
2. **Log in.**
   You will need the following PIN to access the survey: **PIN: [PIN]**

- The individual most responsible for your organization's financial and tax-related obligations should complete the survey.
- Please feel free to consult with others to complete the survey.
- Please do not forward this survey information to your external service provider.
- We estimate it will take about 10 to 15 minutes to complete the survey.

Questions? Flip this page over to see answers to Frequently Asked Questions.

If you have any technical difficulties, including problems with the website, please call 1-855-810-5212 or send an email to IRS-TEB@westat.com.

If you would like to contact someone at the IRS, please email Scott Leary at Scott.P.Leary@irs.gov.

We hope you will take the time to complete this important survey. Thank you.

TEB

Tax-Exempt Organization Burden Survey

Frequently Asked Questions

What is the Tax-Exempt Organization Burden survey?
This survey is about what it costs your tax-exempt organization to comply with federal tax rules and regulations as they relate to your organization's Tax Year 2017 requirement to electronically file the Form 990-N (e-postcard). For most organizations, these costs are a combination of time spent and out-of-pocket expenses. Please be assured that you will not be asked about the income or other financial details of your organization.

Who should complete this survey?
The individual most responsible for maintaining the financial records for your organization or making the financial and tax-related decisions for your organization should complete this questionnaire. Please feel free to consult with others to complete the survey.

Should I send this survey to my external service provider or contractor?
No, please do not forward this survey to your external service provider, whether paid or volunteer, if you have one, because this survey concerns time and money spent by your organization, not theirs.

How was my organization selected for this survey?
Your organization was randomly selected from all organizations that filed Form 990N (e-postcard) in Tax Year 2017. If you provide services for more than one organization, please look at the address label of this mailing to see which organization was randomly selected to receive this survey.

How will my answers be used?
Please be assured that your responses will be used for research and aggregate reporting purposes only and will not be used for other non-statistical or non-research purposes such as direct enforcement activities.

Why should I participate?
While participation is voluntary, information about your organization's tax preparation experience will help the IRS reduce taxpayer burden. We encourage you to take a few minutes of your time to participate. By doing so, you will make sure that organizations like yours are represented.

How long will this survey take?
Public reporting burden for this collection of information is estimated to average 10 to 15 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Who can I contact with questions?
If you have questions about the content of this survey please call Dawn Nelson at Westat by phone at 1-855-810-5212 or send an email to IRS-TEB@westat.com. If you would like to contact someone at the IRS, please email Scott Leary at Scott.P.Leary@irs.gov. To read the official IRS announcement regarding this survey, please visit the following URL on the IRS website: https://www.irs.gov/statistics/2017-990N-burden-survey.

Privacy and Paperwork Reduction Act Notice for Tax-Exempt Organization Burden Data Collection

The Privacy Act of 1974 states that when we ask you for information, we must first tell you your legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if you do not provide it and whether or not you must respond under the law.

Our legal right to ask for this information is 5 U.S.C. 301.

The primary purpose for requesting the information is to analyze the role of taxpayer burden in tax administration. We will also use the information to fulfill the IRS' statutory obligations to the Office of Management and Budget and Congress for information required by the Paperwork Reduction Act, and to provide tax policy analysis support to the Office of Tax Analysis at the Department of the Treasury. We will also use the information provided to better understand taxpayer needs and burden reduction opportunities.

Tax information may be disclosed only as provided by 26 U.S.C. 6103. Providing the information is voluntary. Not providing all or part of the information requested may reduce our ability to address taxpayer concerns regarding paperwork reduction.

OMB No: 1545-2212. This report is authorized under the Paperwork Reduction Act. Data collected will be shared with IRS staff, but your responses will be used for research and aggregate reporting purposes only and will not be used for other non-statistical or non-research purposes such as direct enforcement activities. The information that you provide will be protected to the fullest extent allowable under the Freedom of Information Act (FOIA). Public reporting burden for this collection of information is estimated to average 10 to 15 minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Special Services Section, SE:W:CAR:MP:T:M:S, Room 6129, 1111 Constitution Ave. NW, Washington, DC 20224.