

Notice	CP259A	
Tax period	December 31, 2011	
Notice date	March 2, 2012	
<b>Employer ID number</b>	XX-XXXXXX	
To contact us	Phone	
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### Message about your December 31, 2011 Form 990/990-EZ or Form 990-N

## You didn't file a Form 990/990-EZ or Form 990-N

Our records show that you haven't filed your Form 990/990-EZ, Return of Organization Exempt from Income Tax or Form 990-N, E-Postcard (return for organizations with less than \$50,000 in gross receipts) for the period ending on December 31, 2011.

Unless you already filed a Form 990/990-EZ or Form 990-N within the last four weeks, you must complete the Response form starting on Page 3 and send it to us no later than March 12, 2012.

### What you need to do immediately

#### If you already filed Form 990/990-EZ or Form 990N

- If you already filed within the last four weeks using the same name and Employer ID number (EIN) listed above, please disregard this notice.
- If you filed more than four weeks ago or used a different name or EIN, complete the Response form starting on Page 3, and mail it to us with a signed and dated copy of the return in the envelope provided.

# If you are required to file Form 990/990-EZ for December 31, 2011 but haven't done so

- If you are required to file or choose to file your Form 990/990-EZ electronically, use your e-file provider to submit Form 990/990-EZ and any required schedules. You must also complete the Response form starting on Page 3 and fax it to us at (not a toll-free number).
- If you are not required to file electronically and want to file a paper return, complete and sign Form 990/990-EZ, any required schedules, and the Response form starting on Page 3. Mail us the forms in the envelope provided.
- If you file your return late, we will charge a penalty.

## If you are required to file Form 990-N for December 31, 2011 but haven't done so

File Form 990-N electronically by visiting www.irs.gov/eo. There is no paper form.

# If you don't think you have to file Form 990/990-EZ or Form 990-N for December 31, 2011

Complete the Response form starting on Page 3 to indicate whether any of the circumstances apply to you. Mail us the form in the envelope provided.

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### If we don't hear from you

- Because you have tax-exempt status, you must file Form 990/990-EZ or Form 990-N. If you fail to meet your annual filing requirements for three consecutive years, you will lose your taxexempt status.
- If you lose your tax-exempt status, you may apply for tax-exempt status by filing the appropriate application Form 1023 or Form 1024 and paying the user fee.
  - 501(c)(3) organizations complete Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
  - 501(a) organizations complete Form 1024, Application for Recognition of Exemption Under Section 501(a) and Form 8718, User Fee for Exempt Organization Determination Letter Request
- If you were previously eligible to receive tax deductible contributions and you lose your tax-exempt status, you will be removed from our list of organizations eligible to receive tax deductible charitable contributions.

### Important reminders

### You may be required to file electronically

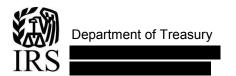
Typically, you must file electronically if you had \$10 million or more in assets and you file at least 250 returns (such as income, excise, employment tax, and information returns like W-2s and Forms 1099) in a calendar year.

For more information on electronic filing requirements, visit www.irs.gov/efile and search for Charities and Non-Profits.

### Additional information

- Visit www.irs.gov/cp259a.
- For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).
- Keep this notice for your records.

If you need assistance, please don't hesitate to contact us.



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INTERNAL REV	ENUE SERVICE
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Response form				
Complete both sides of this form and send it to us along with your Form 990/990-EZ in the enclosed envelope. Be sure our address shows through the window.	Provide your contact information  If your address has changed, please make the changes below			ges below.
If you are only sending us your completed Response form, you may fax it to us at (not a toll-free number).	Primary phone	☐ a.m. ☐ p.m. Best time to call	Secondary phone	□ a.m. □ p.m. Best time to call
Indicate whether any of the following circumstances apply to you				
lf you already filed a Form 990/990EZ	☐I already filed my return for December 31, 2011, and I am enclosing a signed and dated copy of the return (or confirmation of electronic filing) as verification.			
	Name(s) shown	on return		
	Employer Identification number (EIN) listed on the return Is this EIN different from the one on this notice? $\Box$ Yes $\Box$ No			
	Form(s) filed	Tax period(s) ending da	nte Date ta	x return was filed
If you are filing late	☐ I'm enclosing a signed and dated copy of my December 31, 2011 return (plus any schedules and attachments).			
	Explain why yo	u are filing late.		

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Indicate whether any of the following circumstances apply to you—continued

circumstances apply to you—continued			
If you don't think you have to file Form 990 or Form 990EZ for December 31, 2011	Form 990EZ  My organ a Form 1  My organ and filed  My organ we are fil  My organ its final re filing).	120, U.S. Corporate Income nization is a subordinate org as part of a group return un, with the EIN nization's gross receipts are ing a Form 990-N instead onization ceased operations a eturn for tax period	o1(c)(15) organization and filed e Tax Return. anization in a group exemption der the name normally \$50,000 or less, so f a Form 990/990-EZ. as of: and filed
2. Please sign and send this form to us	Under penalties of perjury, to the best of my knowledge, the information in this form is correct and complete.		
	Signature	Title	Date