

# Exempt Organization Declaration and Signature for Electronic Filing

For calendar year 2003, or tax year beginning \_\_\_\_\_, 2003, and ending \_\_\_\_\_, 20\_\_\_\_\_

# 2003

Department of the Treasury  
Internal Revenue Service

For use with Forms 990, 990-EZ, and 1120-POL

▶ See instructions on back.

Name of exempt organization

Employer identification number

## Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8453-EO and enter the applicable amount from the return if any. If you check the box on line 1a or 2a below and the amount on the Total revenue line for the return for which you are filing this form was blank, then leave line 1b or 2b, whichever is applicable, blank (i.e. do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than 1 line in Part I.

<b>1a</b> Form 990 check here ▶ <input type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990, line 12) . . . . .	<b>1b</b> _____
<b>2a</b> Form 990-EZ check here ▶ <input type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990-EZ, line 9) . . . . .	<b>2b</b> _____
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 1120-POL, line 22) . . . . .	<b>3b</b> _____

## Part II Declaration of Officer

4  I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's Federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.

Under penalties of perjury, I declare that I am an officer of the above named organization and that I have examined a copy of the organization's 2003 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) an indication of any refund offset, (c) the reason for any delay in processing the return or refund, and (d) the date of any refund.

Sign Here ▶

\_\_\_\_\_  
Signature of officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above organization's return and that the entries on Form 8453-EO are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The organization officer will have signed this form before I submit the return. I will give the officer a copy of all forms and information to be filed with the IRS, and have followed all other requirements in **Publication 1345**, Handbook For Authorized IRS e-file Providers and **Publication 4206**, Modernized e-file Information for Authorized IRS e-file Providers for Exempt Organization Filings. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

<b>ERO's Use Only</b>	ERO's signature ▶	Date	Check if also paid preparer <input type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's SSN or PTIN
	Firm's name (or yours if self-employed), address, and ZIP code ▶				EIN : Phone no. ( )

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

<b>Paid Preparer's Use Only</b>	Preparer's signature ▶	Date	Check if self-employed <input type="checkbox"/>	Preparer's SSN or PTIN
	Firm's name (or yours if self-employed), address, and ZIP code ▶			EIN : Phone no. ( )



Instead of filing Form 8453-EO, an organization officer filing an exempt organization's return through an electronic return originator (ERO) can sign the return using a personal identification number (PIN). For details, see Form 8879-EO, IRS e-file Signature Authorization for an Exempt Organization.

Purpose of Form

Use Form 8453-EO to:

- Authenticate the electronic Form 990, Return of Organization Exempt From Income Tax, Form 990-EZ, Short Form Return of Organization Exempt From Income Tax, or Form 1120-POL, U.S. Income Tax Return for Certain Political Organizations;
Authorize the electronic return originator (ERO), if any, to transmit via a third-party transmitter;
Authorize the intermediate service provider (ISP) to transmit via a third-party transmitter if you are filing online (not using an ERO); and
Authorize an electronic funds withdrawal for payment of Federal taxes owed (Form 1120-POL filers).

Who Must File

If you are filing a 2003 Form 990, 990-EZ, or 1120-POL through an ISP and/or transmitter and you are not using an ERO, you must file Form 8453-EO with your electronically filed return. An ERO can use either Form 8453-EO or Form 8879-EO to obtain authorization to file an organization's Form 990, 990-EZ, or 1120-POL.

When To File

Form 990 and 990-EZ. File Form 990, or Form 990-EZ, by the 15th day of the 5th month after the organization's accounting period ends. If the regular due date falls on a Saturday, Sunday, or legal holiday, the organization may file on the next business day.

The Form 8453-EO must be filed with the electronically filed Form 990 (or Form 990-EZ).

Form 1120-POL. File Form 1120-POL by the 15th day of the 3rd month after the organization's accounting period ends. If the regular due date falls on a Saturday, Sunday, or legal holiday, the organization may file on the next business day.

The Form 8453-EO must be filed with the electronically filed Form 1120-POL.

How To File

File Form 8453-EO with the organization's electronically filed return. Use a scanner to create a pdf file of the completed form. Your tax preparation software will allow you to transmit this pdf file with the return.

Part II—Declaration of Officer

If a Form 1120-POL filer chooses to pay the tax due by electronic funds withdrawal (direct debit), check the box. Otherwise, leave the box blank.

If the officer checks the box when filing Form 1120-POL, the officer must ensure that the following information relating to the financial institution account is provided in the tax preparation software.

- Routing number.
Account number.
Type of account (checking or savings).
Debit amount.
Debit date (date the organization wants the debit to occur).

An electronically transmitted return will not be considered complete (and therefore not considered filed) unless either:

- Form 8453-EO is signed by an organization officer, scanned into a pdf file, and transmitted with the return or
The return is filed through an ERO and Form 8879-EO is used to select a personal identification number (PIN) that is used to electronically sign the return.

The officer's signature allows the IRS to disclose to the ISP, ERO, and/or transmitter:

- An acknowledgment that the IRS has accepted the organization's electronically filed return,
The reason(s) for a delay in processing the return or refund, and
If a refund offset may occur.

The declaration of officer must be signed and dated by:

- The president, vice president, treasurer, assistant treasurer, chief accounting officer or
Any other organization officer authorized to sign the organization's return.

Part III—Declaration of Electronic Return Originator (ERO) and Paid Preparer

Note: If the return is filed online through an ISP and/or transmitter (not using an ERO), do not complete the ERO's Use Only section in Part III.

If the organization's return is filed through an ERO, the IRS requires the ERO's signature. A paid preparer, if any, must sign Form 8453-EO in the space for Paid Preparer's Use Only. But if the paid preparer is also the ERO, do not complete the paid preparer's section. Instead, check the box labeled "Check if also paid preparer."

Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990, and Form 990-EZ, are covered in Code section 6104. Generally, tax returns (Form 1120-POL) and return information are confidential, as required by Internal Revenue Code section 6103.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Table with 2 columns: Task and Time. Rows include Recordkeeping (4 hr., 18 min.), Learning about the law or the form (12 min.), Preparing, copying, assembling, and sending the form to the IRS (16 min.).

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001.

Do not send Form 8453-EO to this address. Instead, see How To File on this page.

