

990 DISASTER ASSISTANCE DESIGNATION

FEDERAL

To enter disaster designations for the 990 federal return, do the following:

1. Go to **Organizer > General Information > Basic Return Information > Return Information**.
2. Scroll to the **Disaster Relief Provisions** section at the bottom of the screen.
3. Enter the IRS-issued Disaster Designation.

The screenshot shows a section titled "DISASTER RELIEF PROVISIONS". Below the title are three rows of text, each followed by a dotted line and a rectangular input box:

- Disaster.....
- Due date (Override).....
- Due date 990-T (Override).....

Figure 1

4. If necessary, enter an override for the due date. You may wish to enter a special override due date for Form 990-T.
5. Go to **Organizer > Letters and Filing Instructions > Filing Instruction Options**.
6. Enter the IRS-designated extended due date for the given return.

The screenshot shows a section titled "FEDERAL FILING INSTRUCTIONS". It contains a checkbox and two rows of text, each followed by a dotted line and a rectangular input box:

- Print "as soon as possible" instead of override/original due date
- Due date of return 990/990EZ/990PF (Override).....
- Due date of return 990T (Override).....

Figure 2

STATES

If the IRS extends the federal return due date as a result of a natural disaster or other event, states may adopt the same provision. If this is the case for any of the states that you are processing OR any state-specific events that might exist which are not adopted by the IRS, take the following steps:

States Adopting the IRS Extension Provisions

1. Enter the federal information as indicated above.
2. Go to **Organizer > States > Common State > State Disaster Provisions**.
3. Check **Print Heading** for those states adopting the IRS extension provision.

| State | Print Heading | Heading |
|--------------|--------------------------|---------|
| Arizona | <input type="checkbox"/> | |
| Connecticut | <input type="checkbox"/> | |
| Illinois | <input type="checkbox"/> | |
| New Jersey | <input type="checkbox"/> | |
| Pennsylvania | <input type="checkbox"/> | |
| California | <input type="checkbox"/> | |
| Georgia | <input type="checkbox"/> | |
| Indiana | <input type="checkbox"/> | |
| New York | <input type="checkbox"/> | |

Figure 3

4. Perform a full recompute. The **Heading** field will be populated with the same entry made in the **Federal Disaster Provision** field. This information will print at the top of the state return.
5. If the state requires different text, override the **Heading** field with the required wording.

Other Situations Requiring Unique State-Specific Heading Information

1. Check **Print Heading** for a specific state.



The image shows a screenshot of a web form. On the left, the state name 'Arizona' is displayed. To its right, there is a section enclosed in a red rectangular border. This section contains the text 'Print Heading' above a small square checkbox. To the right of the checkbox is a text input field. Above the input field, the word 'Heading' is written. The entire form area is enclosed in a thin black border.

Figure 4

2. Enter the unique, state-specific heading information. This information does not have to be entered in the **Federal Disaster Provision** field.
3. Perform a full recompute. This information will print at the top of the state return.

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