



Department of Treasury

[Redacted]

[Redacted]

**Notice**

**CP259A**

**Tax period** December 31, 2011

**Notice date** March 2, 2012

**Employer ID number** XX-XXXXXXX

**To contact us** Phone [Redacted]

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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 990-N

- 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 [Redacted] (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](http://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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