

ACH Direct Debit

ACH Direct Debit Authorization Program

The Automated Clearing House program – or ACH – allows Optimist Clubs to pay their bills electronically. It's an easy and efficient way for Clubs to handle their financial obligations to Optimist International. Best of all, the program is secure! To initiate the ACH direct debit bill form of a payment for a Club, Optimist International needs the following two items:

1. A completed "authorization agreement for direct debits" form. To access this form, please go to <https://www.optimist.org/ach>.
2. A voided check or bank draft (or copy) for the bank account from which you would like us to withdraw money (debit). Please do not use a deposit slip. Note: Only one bank account per Club can be assigned for ACH.

You can fax both the completed authorization agreement form and a voided check image to the attention of Accounts Receivable Manager at (314) 371-6006 (US) and (514) 721-1104 (Canadian Service Center)

Or US Clubs may mail the information to:

Optimist International
c/o Accounting Department
4494 Lindell Blvd.
St. Louis, MO 63108

Or Canadian Clubs may mail the information to:

Optimist International Canada
5205 Metropolitan Blvd, East, Suite 200
Montreal, QC H1R 1Z7
Canada

All US Clubs: Tax Form 990 Due by February 15th



Clubs whose annual growth receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead.

If you do not file your e-Postcard on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the e-Postcard, but an organization that fails to file the required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will **automatically lose its tax-exempt status**. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.

How to File:

Access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information Needed to File e-Postcard

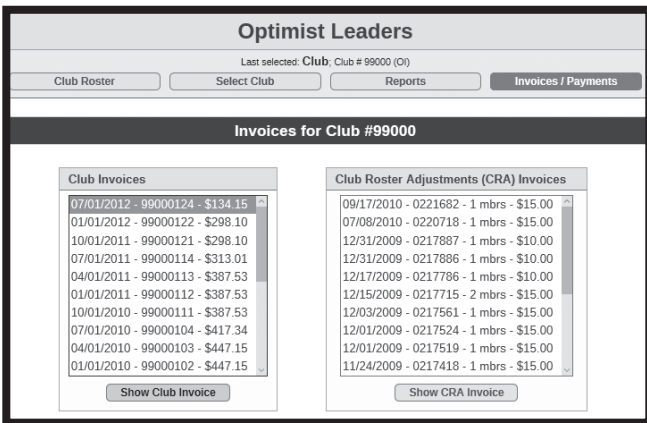
1. Employer Identification Number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual gross receipts are \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

Did you know you can pay Club invoices by check or credit card online?

It's easy!

STEP 1

Login to Optimist.org. Click Invoices / Payments. Under Club Invoices, select an invoice from the list, and click Show Club Invoice.



STEP 2

At the bottom of the invoice, click on either Pay by Credit Card or Pay by Check. You will then be directed to our banking website. Follow the instructions from there.

