

**Highlights**

Schedule O is to be used by organizations to provide explanations and narratives when required to do so on the Form 990 core form and schedules. It also permits organizations to supplement information provided on the Form 990, even if there is not a specific instruction requiring the organization to do so.

The instructions contain specific provisions regarding the reporting of amended return items and group return lists that relate to Form 990, Page 1 Heading section questions.

**Order and Structure**

The instructions provide that the organization is to organize and report its responses contained in Schedule O in the order the questions appear in the form and schedules. Each response should contain a heading that clearly states the particular question to which the response relates.

**E-filing**

Schedule O allows an electronic filer the capability of providing supplemental explanations, using a single "attachment" with each response separated by a specific line number on the form. The 2008 e-file program will continue to limit the attachment of Portable Document Format (PDF) files to limited purposes, for example, Form 8453-O, *Exempt Organization Declaration and Signature for Electronic Filing*. The IRS is continuing to study the feasibility of allowing the attachment of additional PDF items at a future date.

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## 2008 Schedule O Instructions Supplemental Information to Form 990

Section references are to the Internal Revenue Code unless otherwise noted.

### General Instructions

#### Purpose of Schedule

Schedule O (Form 990) is used by an organization that files Form 990 to provide the IRS with narrative information required for responses to specific questions on Form 990, or to explain the organization's operations or responses to various questions. It allows organizations to supplement information reported on Form 990.

#### Who Must File

- Any organization that is required to provide narrative information for specific questions on Form 990.
- Any organization that wants to supplement information provided to questions on Form 990 or to explain its operations or responses to questions on Form 990.
- If an organization is not required to file Form 990, it is not required to file Schedule O (Form 990).

### Specific Instructions

- Use as many continuation sheets of Schedule O (page 2 of Schedule O) as needed.
- Complete the required information on the appropriate line of Form 990 prior to using Schedule O.
- Identify clearly the specific Part and line(s) of Form 990 or Form 990 Schedule that each response supports.
- Follow the same Part and line sequence as Form 990.
- Use Schedule O to provide narrative information required for the following questions on Form 990:
  - Part III, Statement of Program Service Accomplishments (Page 2 of Form 990)
    - √ "Yes" response to line 2,
    - √ "Yes" response to line 3;
    - √ Other program services in line 4d
  - Part V, Statements Regarding Other IRS Filings and Tax Compliance (Page 5 of Form 990)
    - √ "No" response to line 3b
  - Part VI, Governance, Management, and Disclosure (Page 6 of Form 990)
    - √ Section A:
      - "Yes" responses to lines 2-7.
      - "No" responses to lines 8 or 9b.
      - Description of process for review in line 10.
      - "Yes" response to line 11.
    - √ Section B:
      - "Yes" response to line 12c.
      - Description of process for determining compensation in lines 15a and 15b.
    - √ Section C:

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- Description for making documents public in line 19.
- If the organization checked the Amended Return box in Item B, in the Heading on page 1 of Form 990, use Schedule O to list each Part or Schedule, and line item, of the Form 990 that was amended..
- Use Schedule O to provide narrative explanations and descriptions to specific questions from the Form 990. The narrative provided should relate to the answer in the form.
- If the organization answered “Yes” to Form 990, Item H(a) but “No” to Item H(b), in the Heading on page 1, it should use a separate attachment to list the name, address, and EIN of each affiliated organization included in the group return. DO NOT USE Schedule O. See *General Instructions for Group Returns* on Form 990.

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