

Step by Step Instructions for e-Postcards IRS Form 990-N

Who must file? Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less must file the e-Postcard.

What you need before you start? The e-Postcard is easy to complete. All you need is the following information about your organization.

- ✓ Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
NOTE: If you do not know your EIN # call National DAV Auxiliary (859) 441-7300 ext 5.
- ✓ Tax year
- ✓ Legal name and mailing address
- ✓ Name and address of a principal officer
- ✓ Confirmation that the organization's annual gross receipts are normally \$25,000 or less
- ✓ If applicable, a statement that the organization has terminated or is terminating (going out of business)

Late Filing or Failure To File the e-Postcard

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. **However, an organization that fails to file 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.

Step by Step Instructions for Initial Filing of 990N (ePostcard)

- 1) On your computer go to the Internal Revenue Service web site (www.IRS.gov)
- 2) Click on Charities and Non Profits on the tool bar at the top
- 3) Scroll down and click on Annual Electronic Filing Requirements for Small Exempt Organizations - Form 910-N (e-postcard)
- 4) Where it says how to file - click on here
- 5) Click on Leave IRS Site
- 6) You are now at Urban Institute. (If your Unit or State has never filed a 990-N postcard) Click on Step 1 - Register as a new user
- 7) Click on Next
- 8) Enter your Unit's or State's EIN (each Unit or State Department has its own EIN #. If you do not know your EIN # National DAVA (859) 441-7300 ext. 5 can get it for you).
- 9) Click next
- 10) Fill in information - **DO NOT LOSE YOUR PASSWORD**
- 11) Click Next
- 12) Go to your email.
- 13) Open your email from epostcard@urban.org
- 14) Print it out
- 15) Click on highlighted address. ***This puts you back into e-Postcard.
- 16) Enter your password.
- 17) If you have done your year-end - click Create a Postcard.

18) Once inside create a postcard.

- a. Has your organization been terminated? answer – No
- b. Is your income normally under \$25,000.00? answer – Yes

Continue onto next page

DBA - leave blank

ADDRESS- Put in Adjutant (as person receiving the mail) OR Treasurer (as person completing the form)

PRINCIPAL OFFICER - same person as above.

ADDRESS – of same person as above

- c. Click OK to submit your form
- d. Print out copy

You are done - Yeah!

Step by Step Instructions for Subsequent Years

If you are filing a subsequent year follow the same as above until Step 6. Once inside the Urban Institute skip their step 1 and click on step 2 Create Your Form 990-N (e-postcard). Follow the instructions and then submit.

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- 2) Click on Charities and Non Profits on the tool bar at the top
- 3) Scroll down and click on Annual Electronic Filing Requirements for Small Exempt Organizations - Form 990-N (e-postcard)
- 4) Where it says how to file - click on here
- 5) Click on Leave IRS Site
- 6) You are now at Urban Institute. (Skip step 1)
- 7) Click on Step 2 - Create Your Form 990-N (e-postcard).
- 8) Follow the instructions
- 9) Submit