990-N ePostcard

- ▣ Due within 4 ½ months after the end of the organization's fiscal year
  - ▪ Section 920 of Bylaws the Fiscal Year End is June 30th
  - ▪ 990-N ePostcard is due by **November 15th** each year

- ▣ Information needed to complete the 990-N ePostcard:
  - ▪ Your organization's Employer Identification Number (EIN)
  - ▪ Your organization's legal name
  - ▪ Any other names your organization uses to do business (DBA name)
  - ▪ Able to answer the following questions:
    - ☐ Are the gross receipts normally $50,000 or less?
    - ☐ The organization's mailing address, city, state and zip code
    - ☐ The organization's website address (if it has one)
    - ☐ The name and address of one of your organization's principal officer

IRS

First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)

Username

☐ Mask Username

LOGIN >

Forgot Username

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

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IRS

Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL   SEND CODE >

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IRS.online.services@irs.gov
Your IRS Online Services Email Confirmation Code

To

ℹ This is the most recent version, but you made changes to another copy. Click here to see the other versions.

Your confirmation code is:

This code will expire in 15 minutes. Enter it into the Email Confirmation Code field as soon as possible to access your requested service.

This is an automated email. Please do not reply.

IRS will never initiate contact through email asking taxpayers for personal or financial information.

IRS

Enter email confirmation code

We just sent you an email with a confirmation code. Please read that email and enter the code here.

[   ]

Please allow up to 15 minutes to receive the code. If you haven't received the confirmation code, try resending the email . Otherwise, enter the code and select "Continue".

CANCEL   **CONTINUE** >

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IRS

Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

[   ]

Password

[   ]

Re-enter Password

[   ]

Enter a Username of your choice. The Username cannot be an email address, SSN, or contain a space, or a special character (!@#$%^&*).
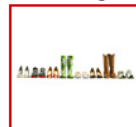
Password Rules:
- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#$%^&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

Choose a Site Phrase

Create a phrase that you will recognize when you login

[   ]

Choose a Site Image

Select an image that you will recognize when you login

✎ Choose Your Site Image

Challenge Questions

Answer Rules
- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

[▼]

IRS

User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

CONTINUE >

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Electronically file your Form 990-N (e-Postcard)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE >

Application Version Number: 1.0.3

Version Build Date: 2016-03-08 18:18

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS >

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Select EIN

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Please select the EIN for which you want to file for

EIN

--Select EIN--

MANAGE E-POSTCARD PROFILE   CONTINUE

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Organization Details

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

Has your organization terminated or gone out of business?

--Select One--

Are your gross receipts normally $50,000 or less?

--Select One--

Organization's legal name -Line 1

Organization's legal name -Line 2

Employer Identification Number (EIN)

PREVIOUS   CANCEL FILING   CONTINUE

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