

HOW TO FIND YOUR CHAPTER'S 990-N FILING STATUS

If you have successfully filed the 990N ePostcard for your chapter, use these instructions to verify that the filing was accepted by the IRS. Be sure to **print the screen that shows the filing "accepted" and keep it in the chapter treasurer 990N / IRS files.**

Helpful hints:

- If the IRS site is not working in the Internet browser that you are using, try a different one. (Example: Internet Explorer, Google Chrome, Mozilla Firefox, Safari)
- Use a computer (not a smart phone) that is **not** connected to a shared network.
- If the system freezes and won't let you proceed, sign out of the filing system, close all programs and shut down the computer. In a few minutes, restart your computer and sign in to the IRS site to try again.
- IRS Technical Help can be reached at 877-829-5500.

Steps to find PROOF OF ACCEPTANCE:

You will need your username, site phrase and image, and password.

1. Go to www.irs.gov/990N
2. Scroll down to **Ready to File?** Click the link <https://sa.www4.irs.gov/epostcard/>
3. In the **Log In** section, type your **USERNAME** and click **LOGIN**
4. **VERIFY** that your **SITE IMAGE AND SITE PHRASE** are correct.
If they are correct, type your **PASSWORD** and click **SUBMIT**
You will see your **LOGIN HISTORY** – click **CONTINUE**
5. In the **Manage Form 990-N Submissions** section, click the blue button to see your filing.
You will see a table showing the status of your filing.
 - If the status shows **pending** then click the action box link **"get updated status"**
 - You should see the status change to **accepted**
6. When the **STATUS** box shows **ACCEPTED**
 - **Print the page** or use the Submission ID link to get more details and print that page
****Keep the "accepted" page in your files**
 - You do not need to send anything to TSO HQ – we can check the status online.
7. ****If your STATUS shows REJECTED**, contact International at 512-478-5748
or call TSO HQ at 972-930-9945

Keep this information in your 990-N File for future use