

INSTRUCTIONS FOR FILING IRS 990-N EPOSTCARD – **RETURNING USERS**

**Use these instructions if you know how to log in to your chapter's IRS account that was previously created.
Keep this information in your 990-N File for future use.**

The 990-N is your chapter's tax return. It is NOT optional. The penalty for not filing is revocation of your chapter's non-profit status, resulting in the reorganization of the chapter by the IRS. Use these instructions if you have the log in credentials created by a former chapter treasurer. For your convenience you will find a worksheet on the last page of this document for recording any information that you change. **Please file July-September so that if you have problems we can help.**

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.
- Check your junk/spam folders if you are not receiving expected emails during the registration or filing process.
- Use the question mark links at the end of each field if you need clarification.
- 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 file:

1. Go to www.irs.gov/990N
Scroll down to the next-to-last section **Ready to File?** Click the link provided.
2. When you are **ready to begin** have the following information available:
 - Treasurer's name, email address, and mailing address
 - EIN (employer identification number) for your chapter – this can be found on Form 18 that you get from International
3. In the **RETURNING USERS** 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. Click **MANAGE FORM 990-N SUBMISSIONS**
You will see a table showing last year's filing.

6. Click **CREATE NEW FILING**

Use the **drop-down arrow** to select your **chapter's EIN** and click **CONTINUE**

- Complete the information on the next 2 screens:
 - **TAX YEAR ENDING – June 30, 2018 – if there is a different date don't continue – call International – 888-762-4685 ext. 115 (Phyllis Hickey)
 - **Select NO (your organization has not gone out of business) at the drop-down arrow
 - **Select YES (your gross receipts are \$50,000 or less) at the drop-down arrow
 - **The LEGAL NAME and EIN should already be filled in
 - **Enter YOUR CHAPTER NAME as the DBA name (doing business as)
 - **Enter the ADDRESS FOR THE ORGANIZATION (chapter treasurer's information is fine) then enter the TREASURER'S NAME AND CONTACT information for the Principal Officer
- SAVE OR SUBMIT the filing
 - Saving lets you go back later and fill in any fields that you left blank
 - Submitting sends the filing to the IRS

5. **Confirmation: Accepted or Rejected – 3 steps**

- On the initial confirmation page click **PRINT** at the bottom of the message and print the page indicating that your submission is *pending*
- Wait 5-10 minutes then click **MANAGE FORM 990-N SUBMISSIONS**
 - **You will see past submissions showing ACCEPTED as well as this years with the STATUS OF **PENDING**
 - **In the **ACTION BOX**, click **GET UPDATED STATUS** and the Status box will change to ACCEPTED OR REJECTED.
- Print this page or use the Submission ID link to get more details and print that page
 - ****Keep the “accepted” page in your files**
 - **If your status is Rejected, contact International at 888-762-4685 ext.115 for assistance and then notify TSO HQ at 972-930-9945 or tsotreas@sbcglobal.net

6. No need to send “proof of acceptance” to TSO HQ. We have the ability to check your chapter's status online -- but you need to keep a copy of the acceptance for your files.

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

IRS 990N ePostcard Profile Information Worksheet for Updates/Changes

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Chapter: _____

EIN#: _____

First -time user confirmation code: _____

User Name: Create a username that future treasurers can easily remember.

Password: Create a password that future treasurers can easily remember. (Be sure to read the IRS password requirements on that page.)

Site Phrase: _____ Site Image _____

Challenge Questions

1. _____ Answer: _____

2. _____ Answer: _____

3. _____ Answer: _____

4. _____ Answer: _____

Year	Person Filing	Contact Info Email or Cell #	Acceptance	
			Received	Sent to TSO