

July 2016 – Filing your E-990 Postcard with the IRS

There is a new process for filing the E-990 Postcard required by the IRS for all non-profits making under \$50,000 per year. It is an entirely different process, so forget what you have done in the past and follow these instructions.

Open your favorite web browser. Could be IE, Chrome, Mozilla, Safari and such. Copy the below URL and paste it into the address bar of your browser:

<http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

It will take you to the start. (You can also get here by going to irs.gov, select Filing tab, select Charities menu on left, select the 2nd entry in the middle for filing the E-990)



The screenshot shows the IRS website page for filing Form 990-N. The main heading is "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". Under the "How to file" section, it states: "To electronically submit Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ, use the Form 990-N Electronic Filing System (e-Postcard)". A list of requirements follows:

- All organizations are required to register at irs.gov prior to filing Form 990-N. You won't be asked to register again the next time you file.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, refer to the second question on the [How to File Frequently Asked Questions](#) page.

Under the How to file, click on the [Form 990-N Electronic Filing system \(e-Postcard\)](#) link. That will take you to the sign-in portal.



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)
- ePostcard

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.

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Under First Time Users, select the GET STARTED button. We are all First Time Users for 2016. Next year you can be a returning user, provided you remember your username, password and all the security questions. I highly recommend

you keep a record of your answers and keep it with your important club papers so whomever gets to do it next year has the answers.

You will also need Your Club's EIN. Yours. When you enter your EIN, it will show as being the American Volkssport Association, Inc, and this is correct. If you want to add your club name, you add it in the DBA section. What follows is a peek at the process, just to give you a warm and fuzzy that you are doing it right.



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



Enter your own first and last name (unless you refused to file taxes last year!!) and your current email address. This will generate a code that will be sent to that email address. You then have 15 minutes to enter it on the next screen. If you do not do it within that time you have to start over.



Enter email confirmation code

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

Please keep this window open so you don't have to start over.

Open your email in another tab or window: [Gmail](#) [Outlook](#) [Yahoo](#) [AOL](#)

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't received the confirmation code, [try resending the email](#).

CANCEL

CONTINUE



The next two pages in this document are actually a single page on the web site. Use the scroll bars on the right to move everything up and down. There are rules. User name has to be 8 or more up to 64 characters. Password has all that funky stuff in the grey box. Lots of choices for the image, so pick one you like.



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.

Primary Email

[Edit](#)

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

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

Click the CONTINUE button after you have answered and recorded for yourself and your club all of the answers for the above. Note the requirements for the password, and know that the answers to the security questions cannot have stuff like dashes, dollar signs, and so on. You will land on the work page, and will need to continue to set up your profile.



User Profile Successfully Created

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

CONTINUE >

Click the CONTINUE button. You will receive an email confirming your user profile was set up.



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

[Home](#) | [Security Profile](#) | [Logout](#)

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 >

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 >

Application Version Number: 1.1.0

Version Build Date: 2016-04-21 14:59

Select Manage E-Postcard Profile



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

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

Please select Exempt Organization or Preparer

User Type
Exempt Organization

[PREVIOUS](#) [CONTINUE](#)

Chose Exempt Organization and click on CONTINUE.



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)

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

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN
 - [ADD EIN](#)

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

[DELETE EIN](#) [CREATE NEW FILING](#)

Put in YOUR EIN, choose Add EIN. This will look up your information and put in the Organization Name. If you are a member club under the AVA's 501(c)(3) umbrella, the name will be AMERICAN VOLKSSPORT ASSOCIATION, INC. If you are an independent, your club name should appear.

To submit the e-postcard, click on CREATE NEW FILING.

Choose your EIN from the drop down list and click the CONTINUE button.



Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

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

Organization Information

For the tax year ending

June 30, 2015



Has your organization terminated or gone out of business?

No



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

Yes



Organization's legal name -Line 1

AMERICAN VOLKSSPORT ASSOCIATION INC



Organization's legal name -Line 2



Employer Identification Number (EIN)

~~XXXXXXXXXX~~



PREVIOUS

CANCEL FILING

CONTINUE



Select CONTINUE



Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

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

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

Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

?

DBA Name - continued

?

[ENTER ADDITIONAL DBA NAMES](#)

Country*

?

Number and Street (or PO Box)*

?

The forms above and below are part of the same page. Use the scroll bars. If you are under the umbrella, you will add your club name in the DBA Name under Organization. Fill out the form with the club address information, and your responsible person (usually you that is filling out this information) all the way to the bottom.

City or Town*
 ?

State*
 ?

Zip Code*
 ?

Organization's website address, if applicable
 ?

Principal Officer:

Type of Name*
 ?

Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ?

SUBMIT FILING. On the next page, you will get an output certificate. Print that, preferably a screen print that puts it into a PDF file, then send it to IRS-E-990@ava.org so it can be recorded in your file.

If you have any questions, you can send an email to the above address and someone will respond as quickly as we can, or contact the National Office at 210-659-2112 and ask for who can assist you with the Electronic Postcard.

Respectfully submitted,

Frank Sayers
Rocky Mountain Regional Director
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May 2016