

IRS Form 990-N (e-Postcard) Filing Instructions Internet Access Required

Information you will need to file

Organization's Federal ID Number _____

Organization's Address

Organization's Gross Receipts for year \$ _____

Email address to receive confirmation _____

Filing Instructions

Log on to www.irs.gov

Select Charities & Non-Profits tab

Select "Annual Electronic Filing Requirement of Small Exempt Organization -
Form 990-N (e-Postcard)"

Click "here" in "How to File" box

Follow directions on the screen to complete

You will have to establish a user name and password to open the filing.
A confirmation will be emailed to you when you have successfully filed your
Form 990-N.

Organization's user name _____

Organization's password _____

Some Organizations are finding that their tax year end is a different month
than they thought. You will need to file according to the IRS's year end on
file or follow the instructions to change your year end.