

Article XIX, Section 1907, No. 7, Duties of the Treasurer states:

The Treasurer shall be responsible for the annual filing of Form 990, Form 990EZ, or Form 990N with the Internal Revenue Service by the required due date.

No. 8 of that same section states: The Treasurer shall send a copy of the Annual Form 990, Form 990EZ, or Form 990N to the Grand Chapter office by **June 1** of each year.

IRS has changed the process of filing since 2015.

1. Find the IRS site for filing. Hint: type “file 990n” into your search engine (Google, MSN whatever you may have). Check that “[https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic....](https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic...)” is the address you use. Keep in mind it may not be the first on the list. Caution, some sites ask for a fee—you are not in the correct place, the filing is free.
2. Click on the IRS address. Next screen is an IRS site, click on “Form 990n Electronic Filing system (e-Postcard)”.
3. This brings you to an IRS screen with 2 options, “First Time User” or “Returning User”. Click on GET STARTED under First Time User. Here you will fill out some questions to establish your e-profile. Please allow yourself plenty of time, at the end of the questions that pertain to you for establishing your e-profile you will get a password that is good for only 15 minutes. Follow the instructions until you have completed this process and have a username. Be sure to record your username and password for future use.
4. Now that you have a username, go back in to the site but this time you will be using the right hand option under “Returning Users”. Type your username in the appropriate box and click LOGIN.
5. At the next screen “Electronically file your Form 990-N (e-Postcard) click on MANAGE FORM 990-N SUBMISSIONS on the right hand side. Fill in the information regarding your organization. If you have filed in the past these pages will look familiar.
6. At the end of the questions regarding address and principal officer, click on SAVE FILING
7. The screen remains click on SUBMIT FILING.
8. The next screen is titled “Electronic Notice (e-Postcard)” and has your information that you filled in in step 5. Print this screen (control P).
9. Almost done—there is one more step. Go back into the website following steps 1 and 2. Type in your username under “Returning users”, click on “MANAGE FORM 990-N SUBMISSIONS”, that takes you to a screen titled “Manage Form 990-N (e-Postcard)”. Your EIN, Organization Name, tax year, end date, created on, STATUS—should say pending. Click on “ACTION” to the far right and pending should change to ACCEPTED. Print this screen—this is the confirmation page that you send to the Grand Secretary and also place a copy in your chapter files.

Between steps 8 and 9 wait about 10 minutes—if you go back in too early there will be a wait message under ACTION.

It sounds complicated, have patience and it will get easier for next time, as long as IRS doesn’t change the form. Please direct questions to the Grand Treasurer if you need help filing.