

Preparing/Filing a 990-N e-Postcard

Visit the e-Postcard website: <http://epostcard.form990.org>



File your electronic Form 990-N (e-Postcard).
Click [here](#) for more information on who must file Form 990-N (e-Postcard)

If you are a new user:

1. Click register as a new user.
2. Click next.
3. Login ID Type: Exempt Organization
Organization EIN: your unit acquired 9-digit number. (This must be the unit's number and must not be associated with the parent chapter or state department)
4. Click next.
5. A screen will appear and the following information will be available for you to review:
Login ID Type: Exempt Organization
Login ID: Your 9-digit EIN plus 2 digits (NOTE: The last two digits at the end of your EIN are your personal credentials identifying you as a user.
Organization Name: (a version of) Disabled American Veterans Auxiliary, Inc.
Next, you'll prepare the following:
6. Password: Your own personal password. It must be between 6 and 15 characters and is case sensitive.
7. Verify password: Re-type the password that you choose for step 6.
8. First Name: Your first name
9. Last Name: Your last name
10. Email Address: The email address you would like to receive the IRS acceptance/rejection letter for the 990-N e-Postcard filing.
11. Verify Email Address: Type email address again.
12. Daytime phone number: A number the IRS can reach you at during business hours with questions.
13. Click next.
14. After the form has been submitted, open the email you have used in step 10.
15. Click on the link that has been included in the email. This will take you back to the e-Postcard site.
You're officially verified with the IRS and ready to submit your e-Postcard.

Preparing a 990-N e-Postcard:

1. Visit the e-Postcard website at <http://epostcard.form990.org>
2. Click step 2, "Create your Form 990-N (e-Postcard)."
3. Login ID: Your EIN plus the two digits assigned to you when you registered. For example, 12-345678901.
4. Password: The unique password you made when registering with the IRS. Remember this is case sensitive.
5. Click Login
6. Verify Filer Information: This page is to verify your unit or state department information. If a phone number or email address has changed, the user is able to update the information by clicking "No, I need to update my information before I proceed."
If everything is correct, click "Yes, my information is correct. Let me proceed."
If you're new to filing, but the previous filer gave you his/her information, you must stop here and register for a new account. You can do so by clicking "No, I need my own login ID before I proceed."
7. Now it's time to fill out the form.
 - a. For the tax year period beginning _____ and ending _____. This information will be filled out for you based on your fiscal year, per IRS records. You are not able to change this; it must be done through contacting the IRS.
 - b. Has your organization terminated or gone out of business? No

- c. Are your gross receipts normally \$50,000 or less? Yes
- d. Line C Parts 1 & 2 and Line D should be automatically filled in with your unit or state department information based on IRS files. You are not able to change this; it must be done through contacting the IRS.
8. Click next page.
9. Organization Legal Name – again, will already be filled out for you.
10. If your organization conducts business using another name (dba) enter other name:
 - a. DBA name – unit name or state department name
 - b. DBA name – unit number, if applicable
11. In care of name – Person filling out card
12. Country – Country of residency
13. Number & Street – Address, including apartment or lot information
14. City or Town – Associated with above address
15. State – Associated with above address
16. Zip Code – Associated with above address
17. Organization website – Unit, State Department, or National Website. Can also be left blank.
18. Principal Officer – Typically unit or state department commander
19. Type of Name – will ask you if it is business or person – select person
20. Country - Country of residency
21. Number & Street – Address, including apartment or lot information
22. City or Town – Associated with above address
23. State – Associated with above address
24. Zip Code – Associated with above address
25. Click submit filing to IRS.
26. A pop-up will come onto your screen, asking if you want to save data, and submit this filing to the IRS – click OK.
27. You'll now receive a page that says, "Congratulations, your form 990-N (e-Postcard) has been submitted to the IRS."
28. Open your personal email account you have registered with the IRS.
29. Within thirty (30) minutes, you'll receive an email from the IRS as a receipt of your filing. It will also tell you whether the e-Postcard was accepted or rejected by the IRS.
30. If accepted → Congratulations, you're done with this part!!!
31. If rejected → Refer to the reasons listed and contact IRS for assistance.

The Final Step:

In accordance with the Constitution and Bylaws Article IV, Section 6 (state) or Article XI, Section 3 (unit) a copy of the approved filing confirmation must be sent to both your state and national headquarters.

Reminders:

- Always keep a copy of your filing with the unit copy of the financial report. It's good to have a back-up in the event that your state department or national headquarters does not get a copy.
- Remember your login and password information. Store this in a safe place.
- All new users must have their own login and password.
- Failure to file for three consecutive years will result in a loss of your tax-exempt status. Don't throw your status away; be sure to file yearly.