



How to file a Chapter 990-N Form with the IRS

Due by March 1

All chapters must file a 990N form online with the IRS between January 1 - March 1 of every year. *If a chapter has missed filing a 990-N form within the past 2 years and their status has not been revoked, it is important that the chapter file **immediately** to restore their IRS exempt status.*

You will need the following information to fill out the 990-N form:

- Employer identification number (EIN)
- Legal name of chapter
- Name and address of a principal officer
- Website address of the organization, if any
- Confirmation that the organization's annual gross receipts are \$50,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

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Instructions to file a 990-N E-Postcard:

1. Go to the form on the IRS website (IRS.gov)

Click on Charities and Non-Profits, then click on Finding Filing Forms. Click on 990-series Forms and Schedules near the bottom of the page. On the Annual Filing and Forms page, click on 990-N under the heading FORMS.

1. **Review the information** on the Form 990-N webpage, then click the “Submit Form 990-N(e-postcard)” at the bottom of the page.
3. **Sign in with an account.** Starting in 2023, the IRS is requiring anyone filing out a form on the website to have an account. This adds an extra degree of security to verify the user’s identity.
 - a. If you already have an account with the IRS, sign in using your IRS username, or sign in with Login.gov or ID.me.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

Sign in with an existing IRS username

Create a new account

Create an account  LOGIN.GOV

 ID.me Create an account

- b. If you don't have an existing IRS username or an ID.me or login.gov account, click **Create a new account** to register.

When creating an account, it doesn't matter whether you choose LOGIN.GOV or ID.me. Both allow you to set up an account asking for the same information.

Keep your account information handy as you may need it to log in if you file the 990-N for your chapter next year. NOTE: If a different person files the 990-N for your chapter next year and doesn't have an account, he/she will have to create an account like you did. The account you create is your account and is not tied to the chapter in any way.

4. **Select Manage E-postcard Profile** to create a new Form 990-N electronic submission.
 5. From the drop-down menu, select **Exempt Organization** in the "User Type" field.
 6. **Complete the Organization Details** page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select **Continue**. If you have a website, enter the website address using "www." - not "http://www."
 7. **Complete the Contact Information** page. When you have completed each line, click on: **Submit Filing**: NOTE: Only select this option if you are sure that you have input all the required information.
 8. Once you click on **Submit Filing, print out the form for your records** -- one copy for the chapter records and one copy to be sent to your Regional Representative.
 9. If you want to know whether the IRS has accepted your 990-N form, stay online and wait 7 minutes. After 7 minutes, refresh the page (F5 for Windows, Command- R for Mac) and the **Get Updated Status** will be visible. The status will change from "Pending" to "Accepted" or "Rejected." If your submission was rejected, select the submission ID hyperlink for additional details. After the status is updated, the only valid statuses are "Accepted" or "Rejected." If your status displays any other text (like "submitted" or "MeF failed"), contact IRS Customer Account Services at 877-829-5500.
- NOTE: If you do not click on STATUS and leave the website after submitting the form, you will have to wait 6-8 weeks until you can check to see if your 990-N form has been accepted by using the Tax-Exempt Organization Search tool on the IRS website.

Disclaimer: These instructions have been compiled by using IRS resources as guidelines. Please report any corrections or necessary updates to the Regional Coordinator.