

How to File Your IRS 990-N

The IRS form 990-N (“e-postcard”) must be filed each year. It is to be filed no later than the 15th day of the 5th month after the end of your chapter’s fiscal year. Example: if your fiscal year ends on December 31, file the 990-N between January 1 and May 15.

On February 29, 2016, the e-postcard.990.org website was discontinued. The new website is www.irs.gov/990n. Users must register on the new website. Old logins and passwords did not carry over. New instructions are below:

To file you will need to know your chapter’s Employee Identification Number (EIN) and the name and address of your chapter’s president.

Go to www.irs.gov/990n

First time? Follow the instructions for “First Time Users”. Then SAVE THE INFORMATION IN YOUR TREASURER’S RECORDS.

Questions to be answered:

- Has your organization terminated or gone out of business? **NO** – UNLESS YOUR CHAPTER HAS DISBANDED AND THIS IS YOUR LAST 990-N
- Are your gross receipts normally \$50,000 or less? **YES** [if NO, exit.]
- Organization’s legal name: **LEAVE THIS ALONE**
- Employer identification number (EIN): **LEAVE THIS ALONE**
- If your organization conducts business using another name (dba), enter other name: **LEAVE THIS BLANK – THE CHAPTER NAME IS NOT AN ALIAS FOR THE NATIONAL ORGANIZATION**
- Organization's mailing address: **ENTER THE CHAPTER TREASURER’S ADDRESS**
- Organization's website address, if applicable: **LEAVE THIS BLANK**
- Principal Officer: **ENTER THE CHAPTER PRESIDENT’S NAME AND ADDRESS – THE CHAPTER PRESIDENT IS THE PRINCIPAL OFFICER**

Now click on **SAVE CHANGES**. Next, click on **SUBMIT FILING TO IRS**.

Wait for the IRS acknowledgment e-mail to appear in your in-box. When it arrives, print a copy for your chapter records and forward the e-mail to the WVSSAR Treasurer.