

990 INSTRUCTIONS

WWW.IRS.GOV

Click on Charities and non profit

Scroll down to efile for charities and non profit

Scroll down to [See e-Postcard \(Form 990-N\)](#) for more information about this requirement. The new e-Postcard filing system is now available.

Scroll down to

How To File

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: <http://epostcard.form990.org>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is the following information about your organization. Click on any of the links below, if you need more information about the item.

- [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN).
- [Tax year](#)
- [Legal name and mailing address](#)
- [Any other names the organization uses](#)
- [Name and address of a principal officer](#)
- Web site address if the organization has one
- Confirmation that the organization's annual [gross receipts](#) are [normally \\$25,000 or less](#)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

When you have pertinent information click on the [click here](#)

Click on leave IRS website

Since this is the first time electronic filing you will need to

STEP 1: [Register as a New User](#)

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, go to Step 2.

Request a login

Login type – exempt organization

Organization – your ein #

Next

Fill in requested information

Password – you choose and will use this for all future entries so please keep in a safe place

Name

Email address

Phone number

Enter

You will then receive a message that

The following login ID was successfully created:

Login ID: 37103438701

Name: Mary lee

Email: vfwman@charter.net

Organization: VETERANS OF FOREIGN WARS DEPT OF ILLINOIS LADIES AUXILAIRY

Activating Your Login ID.

You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from **epostcard@urban.org**.

Close your browser now and activate your login ID through the link in the activation email.

Check you email – you will receive the following email

Mary,

The following is your e-Postcard login ID:

Login ID: 37103438701

Name: Mary lee

Organization: VETERANS OF FOREIGN WARS DEPT OF ILLINOIS LADIES AUXILAIRY Login Type: Exempt
Org

Click the link below to activate your login ID. (Note if your email program does not display the web page as a link, copy the whole link and paste it into your browser.)

IMPORTANT: You should close any open browser windows before you click this link.

<https://epostcard.form990.org/frmAdminLoginActivate.asp?A=L173683j358817eOj>

Contact technical support if you have any questions

E-Postcard Technical Support Team
Email: epostcard@urban.org
Phone (toll free): 888-887-0084 (weekdays 10:00 AM to 6:00 PM Eastern).

Click on the link

On Activate Login ID Screen click on Create 990 N E Postcard

Completed requested information

Gone out of business – NO
Gross receipts 25,000 or less – YES

Click on next page

Complete requested information

If file dates don't show July 1, 2007 to June 30, 2008 – advise Dept Treas Doris Hays

Click on Submit IRS Filing

In 30 minutes you will receive email from IRS that they have accepted or rejected your efile.