

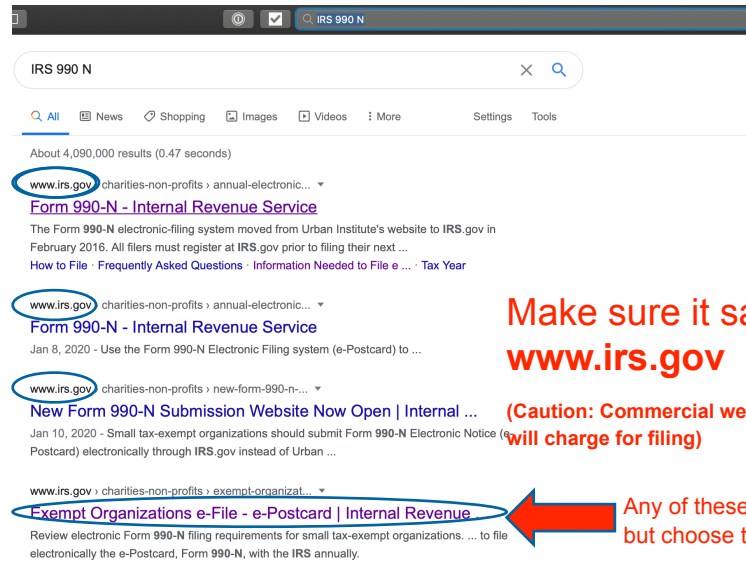
Filing an IRS 990N ePostcard (only if gross receipts < \$50,000)

Notes

- must be filed yearly
- no cost to file
- if not filed for 3 consecutive years, automatic loss of tax-exempt status
- due by 15th day of 5th month after end of tax year (by May 15th for most leagues)

1. Search for "IRS 990N"

See tip in 3 below for shortcut

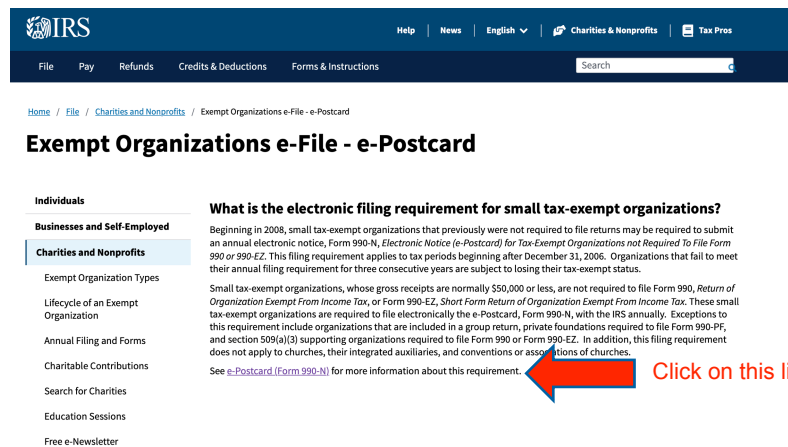


Make sure it says
www.irs.gov

(Caution: Commercial websites
will charge for filing)

Any of these will get you there
but choose this one if you see it

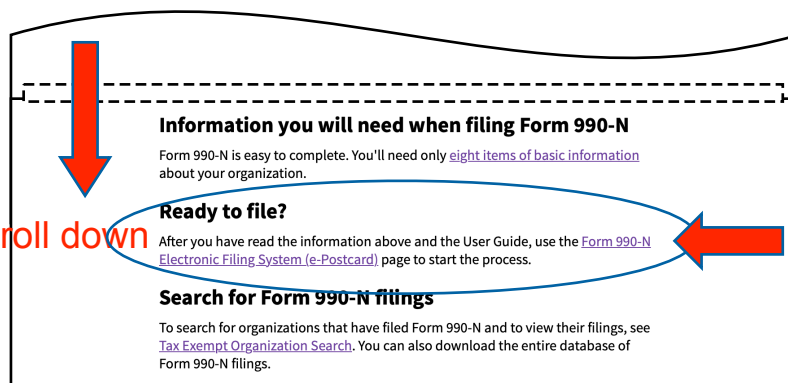
2. You should see a page like this



Click on this link

3. Scroll down on the revealed page until you see "Ready to File" and click on link

Scroll down




Click on this link

Tip: as of 4/17/20, you can get directly here by using this link:

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

4. If you don't have an account, create one. Be sure to save credentials since they can be used each year.



We're sorry; this service is experiencing occasional errors. Please try again later.

Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username


LOG IN >

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

5. Select "Manage E-Postcard Profile"



[Home](#) | [Security Profile](#) | [Logout](#)

Electronically file your Form 990-N (e-Postcard)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE >

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:


1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS >

You can see status of prior submissions

6. Enter your local's EIN, if not already there (Be sure to use your local's EIN)



[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

You are logged in as: **Exempt Organization** [Edit user type](#)

EIN

ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
<input type="text"/>	<input type="text"/>	04/12/2016	<input type="checkbox"/>

««« Prev Page 1 Next »»»

DELETE EIN

CREATE NEW FILING >



7. Click on Create New Filing, answer questions, and then submit