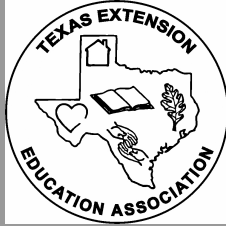
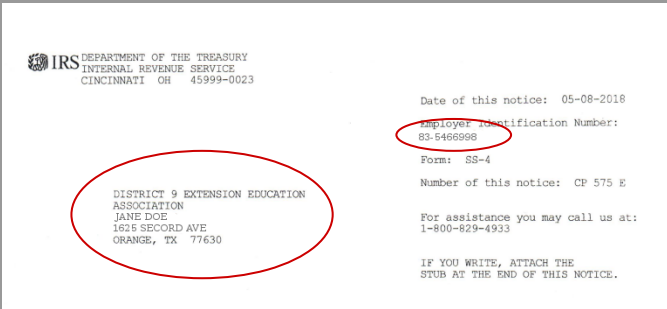


Navigating the 990 Process

D'Ann White
TEEA Messenger Editor
May 8, 2024



EIN Certificate



990 Website

www.irs.gov/app/ePostcard

Tax Exempt Organization Search
→ Annual Filing & Forms (left tool bar)



Annual Filing & Forms Link

→ Annual electronic notice (e-Postcard) for small exempt organizations (middle of the page)

Home > Charities and Nonprofits > Annual Filing and Forms

Annual Filing and Forms

English

Exempt Organization Types

Lifecycle of an Exempt Organization

Annual Filing and Forms

Required Filing (Form 990 Series)

Employment Taxes

Unrelated Business Income Tax

Charitable Contributions

Search for Charities

Education Sessions

In general, exempt organizations are required to file annual returns, although there are exceptions. If an organization does not file a required return or files late, the IRS may assess penalties. In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.

The IRS sends back Form 990 series returns filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the accompanying letter and on this page.

The most common errors causing the return of a Form 990 series returns are missing or incomplete schedules.

Review these pages for Form 990, 990-EZ, and 990-PF filing tips:

- 990-series forms and schedules
- Filing thresholds - which 990-series return to file
- Table of due dates for exempt organizations annual returns
- Which forms should I use?
- Annual electronic notice (e-Postcard) for small exempt organizations
- Filing tips
- Annual Reporting Requirements FAQs

Quick Links

- A-Z Index
- Educational Resources and Guidance
- Publications
- Audit Process
- Contact Us
- About Us

Annual electronic notice (e-Postcard) link

→ About Filing section
→ Users Guide

Home > Charities and Nonprofits > Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

English

Exempt Organization Types

Lifecycle of an Exempt Organization

Annual Filing and Forms

Charitable Contributions

Search for Charities

Education Sessions

Free e-Newsletter

About filing

Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ, must be submitted electronically.

- The Form 990-N electronic filing system moved from Urban Institute's website to IRS.gov in February 2016. All filers must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) User Guide (PDF) while registering and filing. Most common problems can be avoided by following the User Guide.
- For filing system and website issues, see How to File: Frequently Asked

Charities & Non-Profits Topics

- A-Z Index
- Educational Resources and Guidance
- Publications
- Audit Process
- Contact Us
- About Us

Users Guide

Step by Step Instructions:

- How to register/create a login (first time users)
- Create an Online Submission

Create New Filing

The screenshot shows the 'e-Postcard Profile' page. At the top, there are navigation links for 'Home', 'Security Profile', and 'Logout'. Below that is a progress bar with four steps: 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The user is logged in as an 'Exempt Organization'. There is an EIN input field with a placeholder 'XX-XXXXXXX' and an 'ADD EIN' button. Below this is a table titled 'Currently Associated EIN(s)' with columns for 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table is currently empty. At the bottom of the table area, there are two buttons: 'DELETE EIN' and 'CREATE NEW FILING', with the latter being circled in red.

Electronically File Form 990-N

The screenshot shows the IRS page for electronically filing Form 990-N. It features the IRS logo and navigation links for 'Home', 'Security Profile', and 'Logout'. The main heading is 'Electronically file your Form 990-N (e-Postcard)'. Below this, there is a section for 'e-Postcard Profile' and a section for 'Manage Form 990-N Submissions'. The 'Manage Form 990-N Submissions' section is circled in red. It contains a list of four steps: 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, and 4. Delete an in-progress Form 990-N. At the bottom of the page, there are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'MANAGE FORM 990-N SUBMISSIONS', with the latter being circled in red.

Manage Form 990 Submissions

- Create a new Form 990
- View status of online submissions
- Edit an in-progress Form 990
- Delete an in-progress Form 990

Create New Filing

The screenshot shows the 'Select EIN' step of a five-step process. The steps are: e-Postcard Profile, Select EIN, Organization Details, Contact Information, and Confirmation. The 'Select EIN' step is currently active. A red oval highlights a dropdown menu with the text 'Select EIN' and a downward arrow. Below the dropdown are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE'. A red instruction reads: 'Please select the EIN for which you want to file for'. The top right corner has links for 'Home', 'Security Profile', and 'Logout'.

Organization Details

The screenshot shows the 'Organization Details' step of a five-step process. The steps are: e-Postcard Profile, Select EIN, Organization Details, Contact Information, and Confirmation. The 'Organization Details' step is currently active. The form contains the following fields:

- 'For the tax year ending' with a text input field and a help icon.
- 'Has your organization terminated or gone out of business?' with a radio button and a help icon.
- 'Are your gross receipts normally \$50,000 or less?' with a radio button and a help icon.

The top right corner has links for 'Home', 'Security Profile', and 'Logout'.

Contact Information

The screenshot shows the 'Contact Information' step of a five-step process. The steps are: e-Postcard Profile, Select EIN, Organization Details, Contact Information, and Confirmation. The 'Contact Information' step is currently active. The form contains the following fields:

- 'Organization's legal name' with a text input field, circled in red.
- 'Organization Address and Principal Officer Information' section with a note: 'If your organization conducts business using another name (DBA), enter other name.' and a legend '* = required field'.
- 'Organization:' section with a 'USA Name' text input field, circled in red.

The top right corner has links for 'Home', 'Security Profile', and 'Logout'.

Manage Form 990-N



Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
81-4213916	TEXAS EXTENSION EDUCATION ASSOCIATION	2016	12-31-2016	04-11-2017	Accepted	10065520171011011716	
81-4213916	TEXAS EXTENSION EDUCATION ASSOCIATION	2017	12-31-2017	05-10-2018	Accepted	10065520181302038048	
83-1860913	TEXAS EXTENSION EDUCATION ASSOCIATION	2018	12-31-2018	05-09-2019	Accepted	10065520191292906386	
83-2098990	TEXAS EXTENSION EDUCATION ASSOCIATION	2018	12-31-2018	05-09-2019	Accepted	10065520191292906544	
83-2065720	TEXAS EXTENSION EDUCATION ASSOCIATION	2018	12-31-2018	05-09-2019	Accepted	10065520191292906512	

ID Submission page

e-Postcard Filing Confirmation

<https://sa.www4.irs.gov/epostcard/secure/990n/st...>



Confirmation

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

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: TEXAS EXTENSION EDUCATION ASSOCIATION
- EIN: 825477899
- Tax Year: 2018
- Tax Year Start Date: 01-01-2018
- Tax Year End Date: 12-31-2018
- Submission ID: 10065520191092816504
- Filing Status Date: 04-19-2019
- Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS

Conclusion

- Must be filed **BY May 15**
- Double check for misspellings, etc before submission
- Choose 1 person to file ALL EINs for county
- Only TEEA members should manage the 990 filing or EIN requests
- Contact 990 Consultant for EIN certificate

Resources

<https://myteea.org>

TEEA Manual Appendix B

www.irs.gov/app/ePostcard

IRS Form 990-N Electronic Filing System
User Guide
