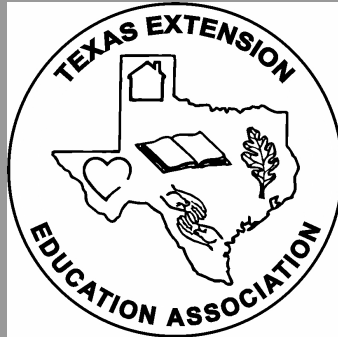



Navigating the 990 Process

D'Ann White
TEEA *Messenger* Editor
May 8, 2024



EIN Certificate

 DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 05-08-2018
Employer Identification Number:
83-5466998
Form: SS-4
Number of this notice: CP 575 E

DISTRICT 9 EXTENSION EDUCATION
ASSOCIATION
JANE DOE
1625 SECORD AVE
ORANGE, TX 77630

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

(This is a sample of what the certificate looks like)

- A. EIN Number (right)
- B. Organization name (left)
- C. Contact Person (left)
- D. If do not have a copy of the original, contact the 990 consultant. She will work with you to help you obtain a copy.

990 Website

www.irs.gov/app/ePostcard

Tax Exempt Organization Search

→ Annual Filing & Forms (left tool bar)

Home > Charities and Nonprofits > Tax Exempt Organization Search

Tax Exempt Organization Search (formerly Select Check)

Exempt Organization Types

- Lifecycle of an Exempt Organization
- Annual Filing and Forms**
- Charitable Contributions
- Search for Charities
- Education Sessions
- Free e-Newsletter

TEOS Technical Issues

Tax Exempt Organization Search (TEOS) is experiencing the following technical issues, which we are working to resolve quickly:

Incomplete Determination Letters: Due to a programming error, some determination letters uploaded to TEOS are missing the second page of content. This issue does not affect the organization's exempt status. To get a copy of the complete determination letter, submit Form 4506-A, Request for Public Inspection or Copy of Exempt or Political Organization IRS Form.

Quick Links

- [A-Z Index](#)
- [Educational Resources and Guidance](#)
- [Publications](#)
- [Audit Process](#)
- [Contact Us](#)
- [About Us](#)

Web address is located in manual (which will bring you to the Tax Exempt Organization Search page)

- Select Annual Filings & Forms on left tool bar
- NOTE: if you use the online form of the Manual, you can click a link on the 990 page of the Manual and it will take you directly to the website for filing.

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

Eng

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](#)
- [When 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](#)

Scroll down to the middle of the page

Look for a series of Links under “ Review these pages for Form 990...”

Select Link “Annual electronic notice (e-Postcard) for small exempt organizations”

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 | About filing | Charities & Non-Profits Topics |
| Lifecycle of an Exempt Organization | 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. | <ul style="list-style-type: none">A-Z IndexEducational Resources and GuidancePublicationsAudit ProcessContact UsAbout Us |
| Annual Filing and Forms | <ul style="list-style-type: none">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. | |
| Charitable Contributions | Most common problems can be avoided by following the User Guide. | |
| Search for Charities | <ul style="list-style-type: none">For filing system and website issues, see How to File: Frequently Asked | |
| Education Sessions | | |
| Free e-Newsletter | | |

About Filing Section

You can download a Users Guide, which gives step by step instructions

Users Guide

Step by Step Instructions:

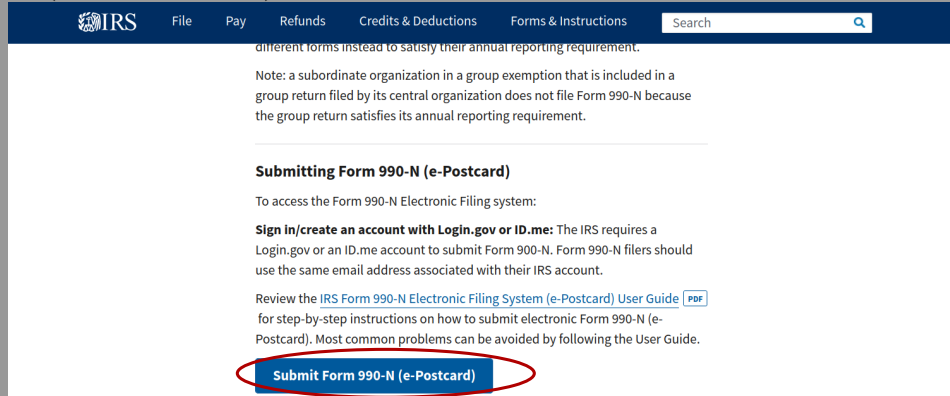
- **How to register/create a login (first time users)**
- **Create an Online Submission**

The Users Guide will give step by step instructions on:

- How to register or create a login
- How to create an online submission

Annual electronic notice (e-Postcard) link

Submitting Form 990-N (e-Postcard) Section → Form 990-N Electronic Filing System (e-Postcard)



The screenshot shows the IRS website's navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. Below the navigation bar, there is a search bar and a note about group returns. The main content area features a section titled "Submitting Form 990-N (e-Postcard)" with instructions on how to access the electronic filing system. A blue button labeled "Submit Form 990-N (e-Postcard)" is circled in red at the bottom of the page.

different forms instead to satisfy their annual reporting requirement.

Note: a subordinate organization in a group exemption that is included in a group return filed by its central organization does not file Form 990-N because the group return satisfies its annual reporting requirement.

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

Sign in/create an account with Login.gov or ID.me: The IRS requires a Login.gov or an ID.me account to submit Form 990-N. Form 990-N filers should use the same email address associated with their IRS account.

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) [PDF](#) for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

[Submit Form 990-N \(e-Postcard\)](#)

Submitting Form 990-N

- Located toward bottom of page
- Right before the “Ready to File?” section
- Select Form 990-N Electronic Filing System link

Form 990-N Electronic Filing System (e-Postcard)



Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you don't have a Login.gov or ID.me account, you must create a new account.

Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

OR

Once link is selected, you will encounter a page that looks like this.

If filing for the first time, you need to create a profile:

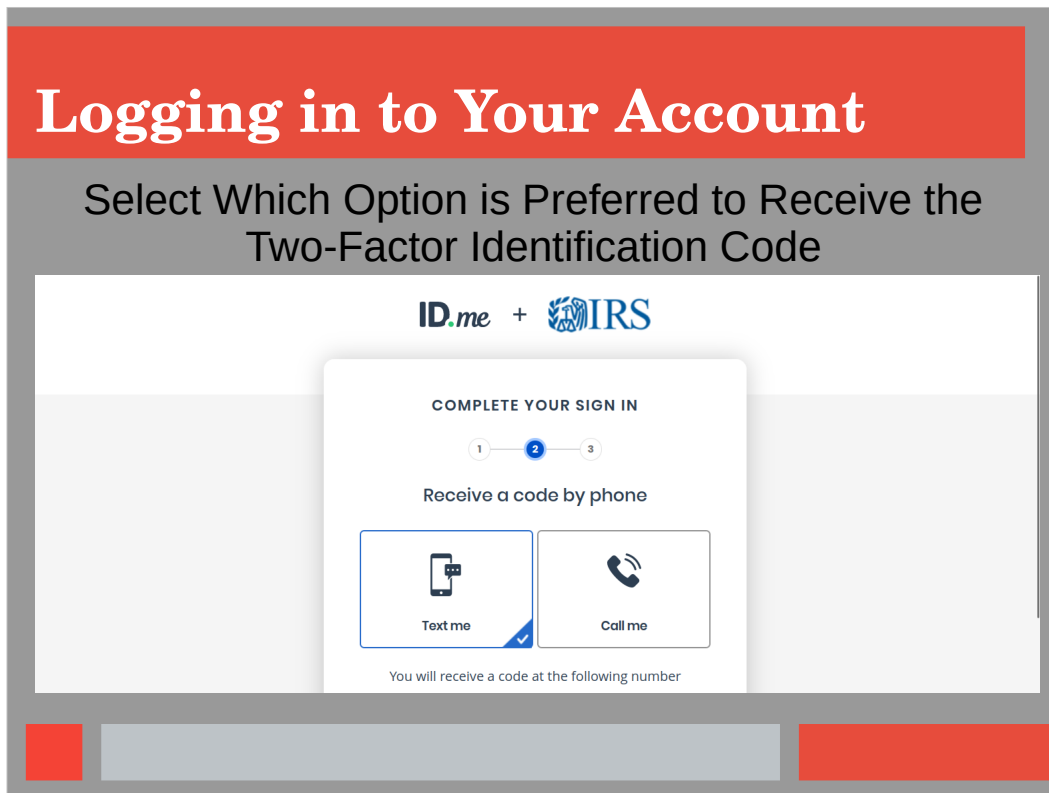
Sign up (at bottom): Select “Create Account”

- Choose one to create an account with:
 1. Login.gov (blue button)
 2. ID.me (green button)
- Create a user name & password (minimum of 8 characters with symbols, number & capitals)
- NOTE: If you already have an ID.me account, there is no need to create a new one.

Once account is created, log in (top section)

Logging in to Your Account

Select Which Option is Preferred to Receive the Two-Factor Identification Code



The screenshot shows a login interface for ID.me + IRS. At the top, it says "ID.me + IRS". Below that, it says "COMPLETE YOUR SIGN IN". There is a progress indicator with three steps: 1, 2, and 3. Step 2 is highlighted, indicating the current step. Below the progress indicator, it says "Receive a code by phone". There are two options: "Text me" and "Call me". The "Text me" option is selected, indicated by a blue checkmark. Below the options, it says "You will receive a code at the following number".

This is a two-factor verification:

You will be asked to enter a phone number to receive either texts or phone calls. Depending on what is selected, you will either receive a text or a phone call with a 6-digit code to complete the sign-in process.

Electronically File Form 990-N

IRS

Electronically file your Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

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 >](#)

If you are filing for the very first time or adding an EIN to your profile (i.e. you are now filing all the 990s in your county),
Select the Manage e-Postcard Profile link (on bottom left)

***Note: If you have previously filed, you will select "Manage Form 990 N Submissions" (on bottom right) but we will address this later in the presentation.

Manage E-Postcard Profile

IRS

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation

You are logged in as **Exempt Organization** | Edit user type

EIN -

Currently Associated EIN(s)

| EIN | Organization Name | Date Added | Delete |
|-----|-------------------|------------|--------|
|-----|-------------------|------------|--------|

Drop down menu:
select “Exempt Organization”

Manage E-Postcard Profile

IRS

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

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 |
|-----|-------------------|------------|--------|
|-----|-------------------|------------|--------|

Add any new EINs to your profile

- if filing for the first time
- if filing multiple 990s, then must enter all EINs

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 this is a progress bar with five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The 'e-Postcard Profile' step is currently active. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There is an 'ADD EIN' button next to a form with two input fields: one for 'XX' and another for 'XXXXXXXX'. Below this is a section titled 'Currently Associated EIN(s)' with a table. The table has four columns: 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table is currently empty, with the text 'No EINs are currently associated with your ID' below it. At the bottom of the table area, there are two buttons: 'DELETE EIN' and 'CREATE NEW FILING'. The 'CREATE NEW FILING' button is circled in red.

- Below, it will list all currently associated EINs.
- If you are no longer associated with that EIN (someone else is filing), then you can delete it from your profile
- Once all EINs have been added to profile, you can select “Create New Filing” link at bottom of page

Electronically File Form 990-N

IRS

Electronically file your Form 990-N (e-Postcard) [Home](#) | [Security Profile](#) | [Logout](#)

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 >](#)

Electronically Filing 990

- A. If you have previously filed
- B. Select "Manage Form 990 Submissions" link

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**

The Manage Form 990 Submissions link will allow you to

- Create a new filing
- View status of submission (whether approved, pending, or declined)
- Edit a 990 filing (BEFORE it has been completed & submitted)---maybe you began but were unable to complete at that time
- Delete a 990 (BEFORE it has been completed & submitted)

Create New Filing

The screenshot shows a web interface for creating a new filing. At the top, there is a red banner with the text "Create New Filing". Below this, a white box contains the "Select EIN" form. The form has a progress bar with five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation". The "Select EIN" step is currently active. Below the progress bar, there is a red instruction: "Please select the EIN for which you want to file for". Underneath this instruction is a drop-down menu labeled "EIN" with the text "Select EIN" and a downward arrow. A red oval highlights this drop-down menu. Below the drop-down menu are two buttons: "MANAGE E-POSTCARD PROFILE" and "CONTINUE".

Select the EIN you want to file from the drop-down menu

***Note: If you do not see the EIN in the drop-down menu, you will need to go back to the Manage Profile page and add the correct EIN

Organization Details

Organization Details [Home](#) [Security Profile](#) [Logout](#)

e-Postcard Profile Select EIN **Organization Details** Contact Information Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

Has your organization terminated or gone out of business?

Are your gross receipts normally \$50,000 or less?

Three questions that need to be answered:

- For the tax year ending ---remember that when you file in May the year you enter is for the PREVIOUS calendar year (ex: in May, 2024 you will enter year 2023)
- Has your organization terminated or gone out of business?
 - a. “No” for any active organizations
 - b. “Yes” if the organization had disbanded during the past calendar year (**YES**, you still need to file a 990 for the final time, even though the organization has disbanded)
- Are your gross receipts normally \$50,000 or less?---”yes” (for most clubs, counties, and possibly districts) “no” if it’s more

Contact Information

Contact Information [Home](#) [Security Profile](#) [Logout](#)

e-Postcard Profile Select EIN Organization Details **Contact Information** Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

Contact Information---Most rejections are data entry errors (misspellings, info put in wrong location)

- Organization's Legal Name---Texas Extension Education Association (**DO NOT** put anything else here)
- DBA (Doing Business As) Name---Name of your club or county association (MUST be listed EXACTLY as on EIN certificate)
- Directly below DBA Name---contact person & address (This one MUST be listed EXACTLY as on EIN certificate)
- Note: Below this section there is a place to list Name of Principal Officer (the current president/county chair's name) & contact info (**This** is the information that you submitted on the EIN & Presidents form for the current year.)
- Submit Filing

Principal Officer Information

Principal Officer:

Type of Name*
 ?

Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

Zip Code*
 ?

[PREVIOUS](#) [CANCEL FILING](#) [SAVE FILING](#) [SUBMIT FILING](#)

Principal Officer Information:

- (**This** is the information that you submitted on the EIN & Presidents form for the current year---
enter EXACTLY as on EIN & Presidents form)

Confirmation page

The screenshot shows a web interface for confirming a Form 990-N submission. At the top, there is a red header with the text "Confirmation page". Below this, the main content area is titled "Confirmation" and includes navigation links for "Home", "Security Profile", and "Logout". A progress bar at the top of the content area shows five steps: "e-Postcard Profile", "Select EIN", "Organization Details", "Contact Information", and "Confirmation", with the "Confirmation" step being the active one. The main text states: "Your Form 990-N(e-Postcard) has been submitted to the IRS". Below this, a list of details is provided: Organization Name: XXXXXXXXXXX, EIN: XX-XXXXXXX, Tax Year: XXXXXXXXXXX, Tax Year Start Date: XXXXXXXXXXX, Tax Year End Date: XXXXXXXXXXX, Submission ID: XXXXXXXXXXX, Filing Status Date: XXXXXXXXXXX, and Filing Status: Pending. A red arrow points to a red note: "Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so." At the bottom left of the content area, there is a button labeled "MANAGE FORM 990 N SUBMISSIONS".

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

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

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

- Organization Name: XXXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXX
- Submission ID: XXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXX
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

< MANAGE FORM 990 N SUBMISSIONS

Select print a copy on this page (bottom left)

990 E-Postcard

e-Postcard View Form 990-N Electronic Notice (e-Postcard) <https://sa.www4.irs.gov/epostcard/secure/990n/f...>
OMB No. 1545-2085

Department of the Treasury Internal Revenue Service for Tax-Exempt Organization not Required to File Form 990 or 990-EZ 2018
Open to Public Inspection

A For the 2018 Calendar year, or tax year beginning 2018-01-01 and ending 2018-12-31

B Check if available
 Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: TEXAS EXTENSION EDUCATION ASSOCIATION
1688 Secord Ave, Orange, TX,
US, 77630

D Employee Identification Number 82-5477899

E Website: F Name of Principal Officer: Kathryn White
PO Box 239, Kountze, TX,
US, 77625

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This is what the printed copy will look like.

- You can print this page OR
- Save to a file on your computer:
 - Control P (for print),
 - Select “Save as PDF” as the printer option
 - Name the file whatever you choose to name it
 - Select which folder to place it in
 - Select “Print”
 - Print a paper copy for your records and a copy for the 990 Consultant, if you choose to mail it rather than email it
- **IMPORTANT:** If you do not print or save this, you **will not** be able to access this info later

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 | 10065520191292906388 | |
| 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 | |

Once the form has been submitted, you return to the Manage Form 990 N Postcard page

- Initially, it will say “Pending” for the status
- Check back in about 7-10 minutes & refresh the page or log back in (It should change to say “Accepted” or “Rejected”.)
- Once that occurs, it will give a submission ID number link...select link. NOTE: you may have to select the submission ID link in order to see the status.
- If rejected, the link should give further details.

ID Submission page

e-Postcard Filing Confirmation <https://sa.www4.irs.gov/epostcard/secure/990n/st...>

IRS

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

This page does not give a print option

To print:

- Control P to print page
- Select “Print to PDF” as the printer option, and save to your computer.
- Print a paper copy for your records, and a copy for the 990 Consultant, if you choose to mail it.
- Email or mail a copy of the confirmation and a copy of the filing to the 990 Consultant.

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