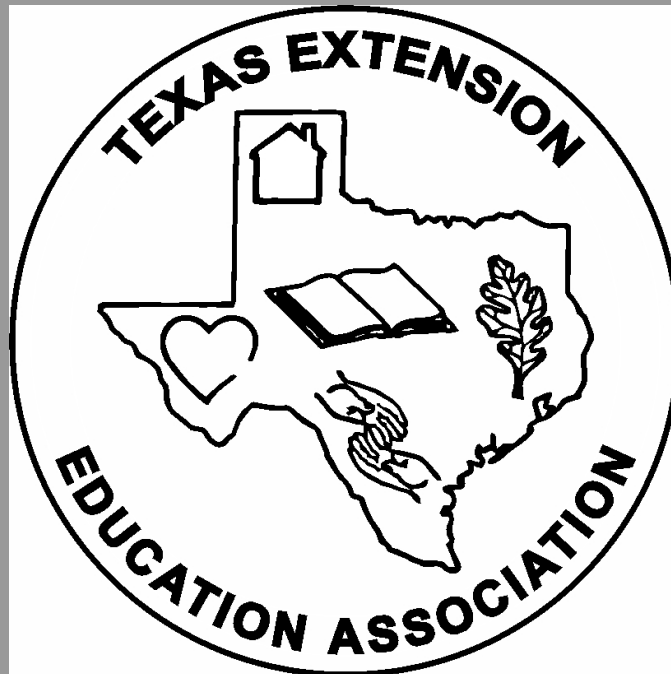



Navigating the 990 Process

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



EIN Certificate

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

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

Date of this notice: 05-08-2018

Employer Identification Number:
83-5466998

Form: SS-4

Number of this notice: CP 575 E

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

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

990 Website

www.irs.gov/app/ePostcard

Tax Exempt Organization Search

→ Annual Filing & Forms (left tool bar)

The screenshot shows the IRS Tax Exempt Organization Search (TEOS) website. The breadcrumb trail is "Home > Charities and Nonprofits > Tax Exempt Organization Search". The main heading is "Tax Exempt Organization Search (formerly Select Check)". On the left sidebar, under "Exempt Organization Types", the "Annual Filing and Forms" link is circled in red. The main content area features a "TEOS Technical Issues" alert with an exclamation mark icon, stating that TEOS is experiencing technical issues and providing instructions for handling "Incomplete Determination Letters". On the right sidebar, there is a "Quick Links" section with several links.

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](#)

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](#)
- [Which form 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**

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 navigation bar with the following links: File, Pay, Refunds, Credits & Deductions, and Forms & Instructions. A search bar is located on the right. Below the navigation bar, there is a note about subordinate organizations. The main heading is 'Submitting Form 990-N (e-Postcard)'. Below this, it states '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.' A link to the 'IRS Form 990-N Electronic Filing System (e-Postcard) User Guide' is provided with a PDF icon. At the bottom, a blue button labeled 'Submit Form 990-N (e-Postcard)' is circled in red.


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](#)  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 \(e-Postcard\)](#)

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

Logging in to Your Account

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

ID.me + 

COMPLETE YOUR SIGN IN



Receive a code by phone



Text me



Call me

You will receive a code at the following number

Electronically File Form 990-N



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 >

Manage E-Postcard Profile



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
-----	-------------------	------------	--------

Manage E-Postcard Profile



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
-----	-------------------	------------	--------

Create New Filing

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
No EINs are currently associated with your ID			

[DELETE EIN](#) [CREATE NEW FILING >](#)

Electronically File Form 990-N



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 >

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

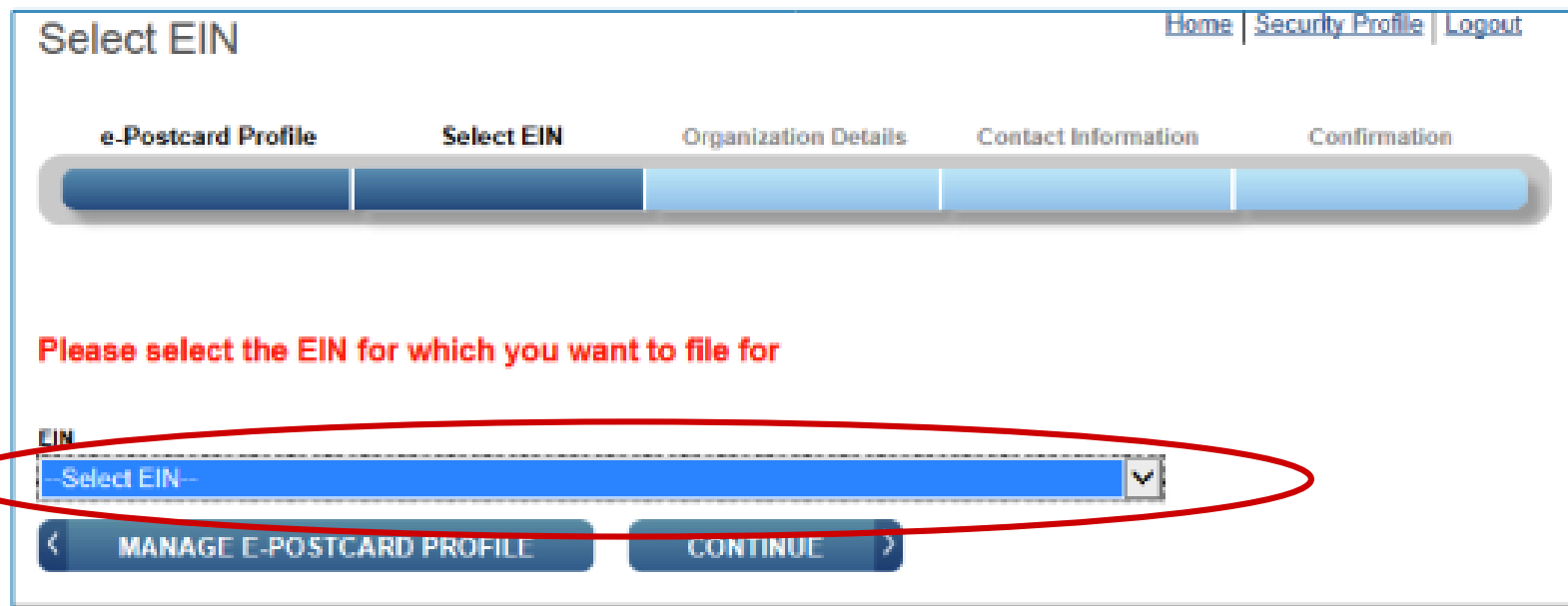
Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

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

Please select the EIN for which you want to file for

EIN
-Select EIN-

< MANAGE E-POSTCARD PROFILE CONTINUE >

The image shows a web interface for creating a new filing. At the top, there's a navigation bar with 'Home', 'Security Profile', and 'Logout' links. Below that is a progress bar with five steps: 'e-Postcard Profile', 'Select EIN' (which is the current step and highlighted in dark blue), 'Organization Details', 'Contact Information', and 'Confirmation'. The main content area has a red instruction: 'Please select the EIN for which you want to file for'. Below this is a dropdown menu labeled 'EIN' with the text '-Select EIN-' and a downward arrow. A red oval is drawn around this dropdown menu. At the bottom, there are two buttons: 'MANAGE E-POSTCARD PROFILE' with a left arrow and 'CONTINUE' with a right arrow.

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?
 ?

Contact Information

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

Contact Information

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 ?

Principal Officer Information

Principal Officer:

Type of Name*

--Select One--



Person Name*



Country*

--Select One--



Number and Street (or PO Box)*



City or Town*



State*

--Select One--



Zip Code*



PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING



Confirmation page

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

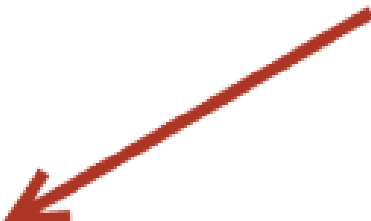
e-Postcard Profile Select EIN Organization Details Contact Information **Confirmation**

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

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXXX
- Tax Year: XXXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXXX
- Submission ID: XXXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXXX
- 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](#)



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 Second Ave, Orange, TX,

US, 77630

D Employee Identification

Number 82-5477899

E Website:

F Name of Principal Officer: Kathryn White

PO Box 233, 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.

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	

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