



INFORMATION FOR FILING the California State Franchise Tax Board 199N e-Postcard

California State Organization

Delta Kappa Gamma California Chapters and Areas are now **REQUIRED** to file with the California State Franchise Tax Board by submitting electronically the **FTB 199N e-Postcard**. Chapters and Areas will need to file the 199N form each year as well as the IRS 990N. Each Chapter or Area is known as an “entity.” Each Chapter or Area has been provided an FTB entity identification (ID) number. This ID number is used when filing the 199N e-Postcard. **The FTB 199N e-Postcard MUST BE FILED BETWEEN JULY 1 and NOVEMBER 15.**

FTB Electronic Filing Procedure

1. Log onto **FTB 199N e-Postcard California**
2. You will need to answer the following basic information about your Chapter or Area to complete the e-Postcard:
 - **Entity ID number** (7 digit # beginning 810.....)
 - **Entity name** (_____ Chapter of Delta Kappa Gamma Society (CA) or (Area ___ of Delta Kappa Gamma Society (CA)
 - **Federal employer ID number** (EIN # used for filing 990; EIN # is on Form 18)
 - **Account Period also known as tax period/tax year** (Beginning: July 1, 2016; Ending: June 30, 2017)
 - **Entity’s mailing address** (***Must use:*** 808 University Avenue, Sacramento, CA 95825)
 - **Name and address of principal officer** (Name and address of Chapter Treasurer or Area Treasurer)
 - **Website address** (If applicable; if your Chapter or Area has a website)
 - **Entity’s amount of total gross receipts** (Amount for 2016-2017; This information is on your 2017 Form 15)
 - **If the organization terminated or went out of business** (no)
 - **If the entity started business within the current account period** (no)
 - **Is this an amended return** (no)
 - **Do you have an IRS Form 1023/1024 pending?** (no) or (N/A)
 - **Contact person’s name and phone number** (Name of Chapter Treasurer or Area Treasurer and phone number)

Once the California 199 e-Postcard is completed, **PRINT A COPY before clicking submit.**
Keep a copy for your records and send a copy with Chapter name and Area to:

chiedctr@sbcglobal.net or mail to:

DKG California State Education Center
808 University Avenue
Sacramento, CA 95825-6723.