

NEW Instructions as of July 1, 2016, for Filing the IRS 990N e-Postcard

1. Search: www.irs.gov
2. Scroll to: Forms & Pubs – IRS.gov
3. At the top of the page on the left click: **Filing**
4. On left side click: **Charities and Non Profits**
5. Click title: *Annual Electronic Filing Requirements for Small Exempt Organizations – Form 990N e-Postcard*
6. Read: **How to File** - Click link: *Form 990N Electronic Filing System (e-Postcard)*
7. Go to **First Time Users** – Click “**Get Started**”

DO NOT USE “RETURNING USERS”

8. Fill in: First Name, Last Name, Email Address (Your personal information)
9. Click: “Send Code” (*A code will be sent to your email address. Use code as directed.*)
10. Next Steps (WRITE down all your responses to “a” through “e” below for your file.)
 - a. Create your user name, and WRITE it down before you go on. (You may want to use chi+the name of your Chapter or Area, or simply the name of your Chapter/Area. For Theta Pi, I used chithetapi, or I could have just used thetapichapter.) This way the next one to file will be able to use the same user name.
 - b. Create a password: (you need upper and lower case letters, a number and a symbol.) I suggest you start with CA then (name of chapter in lower case) area in number (NOT Roman numeral) and a symbol (\$.) For example, for Delta Mu Chapter in Area XVIII, you can use CAdeltaMu18\$
 - c. Choose a site phrase (your choice)
 - d. Choose a site image from the possibilities they give you.
 - e. Choose challenge questions from the lists they give you.

Go to Continue

- EIN (Employer Identification Number...) Then press ADD EIN
- Tax Year: make sure it says for tax year ending June 30, 2016. If it says a different date, Do NOT continue. Call Phyllis Hickey at DKG International and tell her the IRS has the wrong tax year for your Chapter/Area.
- Answer the questions about termination/going out of business AND if the gross receipts are \$50,000.00 or less.
- The Organization’s legal name will read: Line one: Delta Kappa Gamma Society and Line two: International

- Verify the EIN is correct
- Click on Continue
- When it asks if the organization does business with another name (DBA), fill in with the name you use to file the 199n with the Franchise Tax Board.
Example: The Delta Mu Chapter of Delta Kappa Gamma Society (CA), OR (for an Area) Area V of Delta Kappa Gamma Society (CA)
- Address: USA, 808 University Avenue, Sacramento, CA, 95825
- It's ok to skip the question about a website if your Chapter/Area doesn't have one.
- Principal Officer: select Person in first drop down choice. Use the name and address of your Chapter President for a Chapter or the name and address of the Area Director for an Area.
- You will come to a question asking if you want to save the data and submit the filing to the IRS. Click OK to submit if you know your information is correct.

When you get to the end, you **MUST** print a copy of the confirmation that you have submitted the 990n e-postcard to the IRS. Note that once you leave the page, you will NOT be able to print a copy.

NOTE: The IRS will NOT send you a confirmation that your 990N was accepted. According to an IRS representative, within 2-3 weeks the filing will register on the IRS website, and you can check the status of your filing at that time.*

DO NOT WAIT UNTIL THE LAST MINUTE TO FILE!

Write the name of your Chapter and Area on the 990 N confirmation of filing form. Keep a copy for your records, send a copy to your Area Treasurer, and send a copy to DKG California via email or mail via USPS.

chiedctr@sbcglobal.net

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

*To find if your 990N was accepted by the IRS, go to www.irs.gov: at least 2-3 weeks after you filed the 990N.

- Click on filing (top left of page)
- Click on Charities and Non-Profits (left hand column)
- Click on EO Select check (5th choice down the list)

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- Click on the Blue Exempt Organization Select Check Tool (2/3 down the page)
- Click in the circle that says “Have filed Form 990N (e-postcard)”
- Fill in the EIN (It’s not necessary to fill in the other blanks.)
- Click Search
- Check the chart that lists the tax years the 990N was successfully filed for your Chapter/Area. (Remember the tax year is the START of the year not the ending of the tax year; for example, in July 2016, you file the 2015 990N.)