

Chapter Directors and Treasurers

If you're Chapter has received an Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard) Please use the link below and follow the instructions on the site and file the report prior to the required filing date of 15 May of each year. The person doing the filing will need the official Chapter information such as the Name and Address (Please do not change this info) the EIN is registered to which should be the CD.

I believe this is going to be a required event to be accomplished each year. I recommend this be done after logging onto the site and getting familiar with the site before starting. The site has many different links for frequently ask questions and help menus. If you have a problem please let me know and I will try and assist, but remember this is a new requirement for all of us and it will take some getting use to it.

I have included some of the required info below but until some are done to see what question come up this is all I have.

Many chapters have not received this letter or Postcard at this time. I am attempting to get more info concerning those chapters who have not received a notification to file. Once I get more info I will publish it in the district news letter or E-Mail to the CD's or both so be watching for it.

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less must file the e-Postcard.

<http://www.irs.gov/charities/article/0,,id=169250,00.html>

The e-Postcard is easy to complete. All you need is the following information about your organization. Click on any of the links below, if you need more information about the item.

- [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN)).
- [Tax year](#)
- [Legal name and mailing address](#)
- [Any other names the organization uses](#)
- [Name and address of a principal officer](#)
- Web site address if the organization has one
- Confirmation that the organization's annual [gross receipts](#) are [normally \\$25,000 or less](#)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)