

Filing Form 990-N additional information

Using the Form 990-N User Guide will step you through the submission of the e-Postcard (<https://www.irs.gov/pub/irs-pdf/p5248.pdf>).

Access <https://sa.www4.irs.gov/epostcard/> to either create an account or log in to IRS site and submit your e-Postcard (Form 990-N).



Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

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PTIN and FIRE users need a separate account in this system

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Completing the e-Postcard requires the eight items listed below:

1. [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN).
2. [Tax year](#)
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual [gross receipts](#) are \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

What information do I need to provide on Form 990-N?

Form 990-N is easy to complete. All you need is the following information:

- **Organization's legal name**
An organization's legal name is the organization's name as it appears in the

articles of incorporation or similar organizing document, as most recently amended and (when required by state law) filed with the appropriate state authority. If you have changed your organization's legal name, you must [inform the IRS of the new name and provide certain supporting documentation](#) before filing your *e-Postcard*. You should report the change of name as far in advance of your filing deadline as possible. If you haven't received an affirmation letter reflecting your name change by the time your return is due, you will have to file a paper return (Form 990 or 990-EZ) for the year in which you changed your name and report the change of name on the paper return.

- **Any other names your organization uses**

If the organization is known by or uses other names to refer to the organization as a whole (and not to its programs and activities), commonly referred to as Doing-Business-As (DBA) names, they should be listed

- **Organization's mailing address**

The mailing address is the current mailing address used by the organization. If the organization's mailing address has changed since it filed its previous return (Form 990 or 990-EZ) or *e-Postcard* simply enter the new mailing address.

- **Organization's website address** (if you have one).

- **Organization's [employer identification number](#) (EIN)**

Every tax-exempt organization must have an EIN, sometimes referred to as a Taxpayer Identification Number (TIN), even if it does not have employees. The EIN is a unique number that identifies the organization to the Internal Revenue Service. Your organization would have acquired an EIN by filing a Form SS-4 prior to requesting tax-exemption. The EIN is a 9-digit number and the format of the number is NN-NNNNNN (for example: 00-1234567). If you do not know your EIN, you may be able to find it on the organization's bank statement, application for Federal tax-exempt status, or prior year return. Please note that the EIN is not your *tax-exempt number*. That term generally refers to a number assigned by a state agency that identifies organizations as exempt from state sales and use taxes. If you do not have an EIN, see the [Instructions](#) for Form SS-4 for different ways to apply for an EIN. DO NOT use the EIN of a parent or other organization.

- **Name and address of a principal officer** of your organization

Usually president, vice president, secretary, or treasurer – often specified in the organization's by-laws.

- **Organization's annual tax year**

Like any taxpayer, exempt organizations must keep books and reports and file returns based on an annual accounting period called a tax year. A [tax year](#) is usually 12 consecutive months that can be either calendar year or fiscal

year and is often specified in the organization's by-laws.

- **Answers** to the following questions:

Are your [gross receipts](#) still [normally \\$50,000 or less](#)?

Has your organization terminated or gone out of business?

Will I get a confirmation that I filed Form 990-N, the *e-Postcard*?

No, you will not receive a confirmation e-mail. To check the status of your electronic filing, log into the [Form 990 Electronic Filing System](#) (e-Postcard) and go to the "Manage Form 990-N Submission" page. You'll see the status for each Form 990-N you submitted - indicating whether your form was accepted or rejected. If rejected, click on the "Submission ID" link for additional details.

If my information changes or I make a mistake, can I amend Form 990-N after submitting it to the IRS?

No, you cannot file an amended Form 990-N. You can make corrections or update your information when you file your next *e-Postcard* in a subsequent year.

How can I print a copy of my Form 990-N?

When you electronically filed your 990-N, you were given an opportunity to print the form on the "Confirmation" page. If you didn't print your Form 990-N at that time, you can't print a new copy. The copy was for reference only; it can't be used to confirm IRS acceptance of your Form 990-N.

However, if your Form 990-N was accepted, your organization's electronic filing will be listed on [Tax Exempt Organization Search](#). You can print that information for your records. Please allow up to four weeks for the Tax Exempt Organization Search system to display the latest filings.