**Directions and links for filing IRS Form 990-N**

Chapters are required to file IRS Form 990-N annually from July 1 through November 15. Remember to file directly with the IRS.

**Directions for Filing**

Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](https://www.irs.gov/pub/irs-pdf/p5248.pdf) while registering for the first time and filing.  
**Most common problems can be avoided by following the User Guide.**

## ****Information you will need when filing Form 990-N****

Form 990-N is easy to complete. You'll need only [eight items of basic information](https://www.irs.gov/charities-non-profits/information-needed-to-file-e-postcard) about your organization.

## ****Ready to file?****

After you have read the information above and the User Guide, use the [Form 990-N Electronic Filing System (e-Postcard)](https://sa.www4.irs.gov/epostcard/) page to start the process.

**Problems?**

For filing system and website issues, see [How to File: Frequently Asked Questions](https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-how-to-file). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.

**Printing a Confirmation**

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 **cannot print a new copy. You can click on “Manage Form 990-N”, once the filing is accepted and you can print a copy for your records and one to send to me.**

**After Filing**

Print a copy of the filing for your chapter records. Maintain a copy of your filing document with the permanent records of your chapter.

Send a copy of your filing document via email at [DianaHaskell1@gmail.com](mailto:DianaHaskell1@gmail.com) or US Mail.

**If sending via email include Chapter Name in the subject line.**

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