**990n Filing Instructions**

All chapters and coordinating/district councils with separate bank accounts that collect less than $50,000 a year are required to file the 990n postcard between July 1, 2014 and November 15, 2014. Please follow the steps below:

1. Log onto [http://epostcard.form990.org](http://epostcard.form990.org/)
2. On the epostcard filing web page go to create your Form 990N and click on it.
3. In the login box enter you EIN number without the dash and a “01” at the end and if that doesn’t work try “02”. Next enter your password in the password box. Your EIN # is located on the top of your chapter’s Form 18.
4. You are now logged in to your electronic postcard. Before you proceed to enter your information, check the fiscal dates in part A. It should be 7/1/ to 6/30/. If the date is not correct, send an email to Phyllis Hickey ([phyllish@dkg.org](mailto:phyllish@dkg.org)). Include your EIN number, name, address, and chapter. A letter will then be sent to IRS to have the dates corrected. If the dates are correct, then proceed with the following steps to file.
5. Proceed to answer step B and C with a yes or no.
6. In step C put the organizations name which should be Delta Kappa Gamma Society International, not your chapter.
7. At step D enter your EIN #. This is located on the top of your chapter’s Form 18.
8. Once you have filled out steps A through D, you can click “next page”.
9. On page 2 at step C enter Delta Kappa Gamma Society International, if it is not already displayed in the box.
10. At the “In Care of Name” section, enter your name. Below that enter your home address.
11. For the organization’s web site address enter [www.dkg.org](http://www.dkg.org)
12. For Principal Officer enter your name again. Then below that your address.
13. Once you have filled everything in you may click “Submit Filing to IRS”
14. You will receive an email confirmation that you filing has been complete. Print a copy for your files and Forward a copy of the receipt email to Diana Haskell at [dianah@cinci.rr.com](C:\\Documents and Settings\\diana\\My Documents\\Alpha Delta State Treasurer\\990 Filing\\990 N\\dianah@cinci.rr.com). Include your chapter name in the email subject line.

If you have any questions or problems, please contact Phyllis Hickey at [phyllish@dkg.org](mailto:phyllish@dkg.org)