

## **Step-by-Step Instruction to File a 990-N, E-Post Card – Federal Tax Form**

This is what users will experience:

- (1) Go to [www.irs.gov](http://www.irs.gov).
- (2) Type in 990-N in the keyword search box.
- (3) Form 990-N (e-postcard) will appear as a search result - click on it.
- (4) At this page - click on link to file under “How to File.”
- (5) User will be advised they are leaving the IRS site and going to a site hosted by a private IRS vendor called “Urban Institute”.
- (6) Register as a new user - the user must have the individual club’s EIN to register.
- (7) Once registered, an e-mail will be sent to the user with an activation link. Click on the activation link and use the log-in ID that was established in step 6.
- (8) Create your form 990-N (e-postcard)
- (9) Submit your form 990-N (e-postcard). Once the user completes the e-postcard, click the “submit filing to IRS” button.
- (10) Once filed - an e-mail confirmation will come indicating the filing occurred. User should keep this confirmation to present to County Extension Agents as proof of filing, which will now be a condition to charter 4-H clubs.

At any point during the process where the entry of the EIN is required, if an error message pops up indicating the EIN is not found – print off the error page as proof of your attempt to file and keep. If a late notice is generated this will be your proof that the system would not permit the filing.

To complete a 990-N e-Postcard, qualified 4-H Clubs & Affiliated 4-H Organizations will need to provide the following information.

- Organization’s legal name – as legally chartered or otherwise formally tied to the organization’s EIN.
- Any other names your organization uses (*not relevant for most 4-H Clubs & Affiliated 4-H Organizations*).
- Organization’s mailing address – as tied to the organization’s EIN.
- Organization’s website address – if you have one.
- Organization’s Employer Identification Number (EIN) – this is a unique number that identifies the organization to the IRS, much like our personal Social Security Numbers identify individuals to the IRS - each club or group must have their own EIN.
- Name and address of the principal officer of your organization – this will be the club manager, treasurer etc.) .
- Organization’s annual tax year – The Texas 4-H tax year is Jan 1 - December 31, annually.
- Confirmation that your organization’s annual gross receipts are still normally \$25,000 or less.