

# Instructions for Filing a Form 990N

The 990N can only be filed electronically. It should not be downloaded and mailed in to the IRS.

## Step-by-step instructions:

Go to <http://epostcard.form990.org> or [click here](#). You are being taken to a non-IRS Web page of the Urban Institute. The Urban Institute is a trusted IRS partner.

1. Step one is to click on "Register as a New User" the first time you file; (in the future you will just log in and file); click on "Next".
2. On the "Request Login ID" page you will select "Exempt Organization", the program will provide you with your "Login ID" (**WRITE IT DOWN**).
3. It will ask for a Password (**MAKE UP YOUR OWN AND WRITE IT DOWN**), Fill in the rest of the page and click on "next."
4. You may get a message that "you will receive an email containing a link that will allow you to activate your login ID and create your e-postcard." (The email could arrive in as few as five minutes.)
5. When you click on the link in the email, you will follow the instructions to "Activate Login ID" Enter the password you wrote down at #3 and click "Next".
6. Click on "Create your Form 990-N (e-Postcard) Now."
7. Fill out Organization Information
  - a. For the tax year period beginning. This information will already be entered.
  - b. Has your organization terminated or gone out of business? Enter NO (using the dropdown menu) unless your section has disbanded and no longer meeting. Please notify ASNT Headquarters if this has happened.
  - c. Are your gross receipts normally \$25,000 or less? Enter YES (using the dropdown menu).
  - d. Organization's legal name
  - e. Employer identification number (EIN). Verify that the number is correct.
8. Click "Next Page"
9. The organization's legal name is repeated in the grey boxes.
10. Doing-Business-As (DBA) names - enter any other names that you use for sections
11. Organization's mailing address:
  - a. Country – United States should already be entered. If not, enter United States.
  - b. Number and street – Enter the number and street for the section (using the address of the current president or treasurer)
  - c. City or town – Enter the city or town of the current president or treasurer.
  - d. State – Enter the State of the current president or treasurer.
  - e. Zip code – Enter the zip code of the current president or treasure.
12. Organization's Web site address, if applicable – Not applicable, do not enter
13. Principal Officer:
  - a. Type of name – Use pull down and choose "Person."
  - b. Person name – Enter name of the section president.
  - c. Business name – Leave blank.
  - d. Country – It should have United States already entered. If not, enter United States.
  - e. Number and street – Enter the number and street for the club (using the address of the current president)
  - f. City or town – Enter the city or town of the current president.
  - g. State – Enter the state of the current president.
  - h. Zip code – Enter the zip code of the current president.
14. Click "Save Changes." Carefully review the entered information.

15. Click "Submit Filing to IRS."
16. You can click on for a few screens, if you wish; you will receive an email from Urban.org that the IRS has accepted your e-Postcard. Then, if you want, you can click back through the process, entering your Login ID and Password and then view and print out the postcard (this is not a necessary part of the filing). Again, DO NOT mails the form to the IRS.

If you need further help please email: Mary Potter, Senior Manager of Finance and Accounting, [Mpotter@asnt.org](mailto:Mpotter@asnt.org) or go to <http://www.irs.gov/charities/article/0,,id=177782,00.html> to view the FAQ (Frequently Asked Questions.)