

Filing the IRS 990-N ePostcard is required between October 1-April 1 of each year. Any Official US WAI Chapter, including Collegiate Chapters who do not fall under their University's IRS Group Ruling, must file the IRS 990-N e-Postcard annually or their non-profit status will be in danger.

Do not let this process scare you - it's easy - REALLY! It is very intuitive and simple, but for convenience, here are step-by-step instructions:

1. Go to <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
2. The 5th section down the page is labeled "Ready to file?". In this paragraph is a link labeled **Form 990-N Electronic Filing System (e-Postcard)**. Click it!
3. This should bring you to an IRS login page. If you have your login from last year, enter it now.
 - a. If you did not file your 990-N last year, you'll need to create a new account. Do that in the "Sign Up" section.
4. After you've entered your login name, it will take you to a verification page. Verify your identifying image and enter your password.
5. The next page will be your "online security information". Confirm this information and **click continue**.
6. To file your Form 990-N e-Postcard, you must first create a "e-Postcard Profile. If you have already created the Profile, **click "Manage E-Postcard Profile"** on the left side of the page.
 - a. At the top of the page, be sure it says "You are logged in as 'Exempt Organization'. If you are not, change the user type, by clicking Edit. If you are, proceed to the next step
 - b. Enter your chapter's EIN,
7. **Click "Create New Filing"**.
8. Select your Chapter's EIN in the drop-down bar and **click continue**.
9. Confirm this information:
 - a. Tax year ending: September 30, 2019
 - b. Has your organization terminated...: NO
 - c. Are your gross receipts normally \$50,000 or less?: Almost all chapters are able to answer yes to this.
 1. If your chapter raised more than \$50,000 in the past year, you will need to file a different form
 - d. Organization's legal name – Line 1: List whatever name your chapter is filed under
 - e. Employer Identification Number (EIN): Your chapter's EIN, just numbers (no dash)
10. **Click "CONTINUE"**
 - a. DBA Name: Enter Chapter Name, for example "WAI North Texas Chapter Inc" – important – do not add punctuation

1. Enter this information in the spaces provided
 - ix. Country
 - x. Full Address (do not add punctuation!)
 - xi. Chapter's Website (do not add https:// portion of address)
 - xii. Principal Officer Type of Name: Person
 - xiii. Person Name: Add Chapter President's Name
 - xiv. Add Chapter Address (do not add punctuation)

11. Click Submit Filing

12. **Confirm** that you want to file the 990-N e-Postcard

13. Note that PRINT is a hyperlink in blue on the bottom left of the confirmation page...CLICK PRINT and print this page and either scan it or snap a photo of it and [email it to me!](#)

Any questions? Need help with your filing? Please contact the IRS directly at their hotline for 990N ePostcard issues at 877-829-5500.