HOW TO FILE ONLINE WITH THE IRS – 2018

www.irs.gov/990n

IRS

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Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

English

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- Other Non-Profits
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About filing

Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, must be submitted electronically.

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February 2016. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) User Guide while registering and filing. **Most common problems can be avoided by following the User Guide.**
- For filing system and website issues, see How to File: Frequently Asked Questions. If site issues are unresolved, call TE/GE Customer Assistance Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Who must file

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically

Charities & Non-Profits Topics

- Charities & Non-Profits A-Z Site Index
- Exempt Organizations Select Check
- Calendar of Events
- Exempt Organizations Audit Process
- Current Edition of Exempt Organizations Update
- Webinars for Tax Exempt Government Entities
- Life Cycle of an Exempt Organization
- Taxpayer Bill of Rights
- Requesting Educational Services from Tax Exempt Government Entities
- Tax Exempt Government Entities Division At a Glance
- Tax Exempt and Government Entities Issue Snapshots
- Tax Topic 102 - Tax Assistance for

Scroll down to "Ready to file?" and click on the link.

- Free e-Newsletter

Who must file

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- Organizations that are included in a group return,
- Churches, their integrated auxiliaries, and conventions or associations of churches, and
- Organizations required to file a different return

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. **You cannot file the *e-Postcard* until after your tax year ends.**

> **Example**: If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS YouTube presentation for more information.

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 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) page to start the process.

Search for Form 990-N filings

To search for organizations that have filed Form 990-N and to view their filings, see

- Division At a Glance
- Tax Exempt and Government Entities Issue Snapshots
- Tax Topic 102 - Tax Assistance for Individuals with Disabilities

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Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

Log In

Already have a username? Welcome back!

Username

LOG IN >

Forgot Username

PTIN and FIRE users need a separate account in this system

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

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Log In

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image:

Your Site Phrase:

National Society

Password

•••••••••••••

Forgot Password

CANCEL   SUBMIT >

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==Follow this link if you are filing.==

==The one on the left is for more complex organizations than our chapters.==

IRS

Electronically file your Form 990-N (e-Postcard)

Home | Security Profile | Logout

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE ›

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS ›

Application Version Number: 1.6.0
Version Build Date: 2018-01-05 15:23

==Next step==

IRS

Manage Form 990-N (e-Postcard)

Home | Security Profile | Logout

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
16-6071496	SOCIETY OF PHI ZETA NATIONAL HEADQUARTERS	2015	12-31-2015	09-02-2016	Pending	10065520162460477026	Get Updated Status
16-6071496	SOCIETY OF PHI ZETA NATIONAL HEADQUARTERS	2016	12-31-2016	05-12-2017	Pending	10065520171321178800	Get Updated Status

«« Prev Page 1 Next »»»

CREATE NEW FILING ›

IRS

Select EIN

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Please select the EIN for which you want to file for

EIN

--Select EIN--
16-6071496 - SOCIETY OF PHI ZETA NATIONAL HEADQUARTERS

< MANAGE E-POSTCARD PROFILE   **CONTINUE >**

==YOUR chapter will appear in the list.==

IRS

Organization Details

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending
December 31, 2017

Has your organization terminated or gone out of business?
No

Are your gross receipts normally $50,000 or less?
Yes

Organization's legal name -Line 1
SOCIETY OF PHI ZETA NATIONAL

Organization's legal name -Line 2
HEADQUARTERS

Employer Identification Number (EIN)
166071496

< PREVIOUS   **CANCEL FILING**   **CONTINUE >**

==Be sure this is YOUR chapter's tax ID number and YOUR chapter's name.==

==Ignore Line 2 for legal name==

==Ignore the DBA lines and ignore the blue bar about adding DBA names.==

==Start here.==

==As you fill this in be sure to make a note of how you write your name, e.g. with or without middle name or initial, etc. It must be EXACTLY the same the next time you file.==
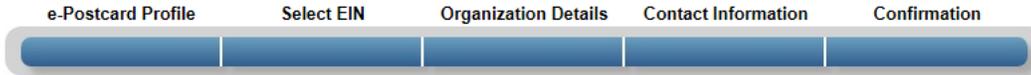
==The next screen after you hit "Submit"==

Confirmation

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** SOCIETY OF PHI ZETA NATIONAL HEADQUARTERS
- **EIN:** 166071496
- **Tax Year:** 2017
- **Tax Year Start Date:** 01-01-2017
- **Tax Year End Date:** 12-31-2017
- **Submission ID:** 10065520180891857963
- **Filing Status Date:** 03-30-2018
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

< **MANAGE FORM 990-N SUBMISSIONS**

I recommend printing your notice, just in case of an issue.

Form 990-N	**Electronic Notice (e-Postcard)**	OMB No. 1545-2085
Department of the Treasury Internal Revenue Service	for Tax-Exempt Organization not Required to File Form 990 or 990-EZ	2017
		Open to Public Inspection

A For the **2017** Calendar year, or tax year beginning **2017-01-01** and ending **2017-12-31**

B Check if available
- ☐ **Terminated for Business**
- ☑ **Gross receipts are normally $50,000 or less**

C Name of Organization: <u>SOCIETY OF PHI ZETA NATIONAL HEADQUARTERS</u>
<u>200 Westboro Road, North Grafton, MA, US, 01536</u>

D Employee Identification Number <u>16-6071496</u>

E Website:
www.vetsites.tufts.edu/phi-zeta/

F Name of Principal Officer: <u>Cheryl Anne Blaze</u>
<u>200 Westboro Road, North Grafton, MA, US, 01536</u>

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.