July 2016 – Filing your E-990 Postcard with the IRS

There is a new process for filing the E-990 Postcard required by the IRS for all non-profits making under $50,000 per year. It is an entirely different process, so forget what you have done in the past and follow these instructions.

Open your favorite web browser. Could be IE, Chrome, Mozilla, Safari and such. Copy the below URL and paste it into the address bar of your browser:

http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard

It will take you to the start. (You can also get here by going to irs.gov, select Filing tab, select Charities menu on left, select the 2nd entry in the middle for filing the E-990)

Under the How to file, click on the Form 990-N Electronic Filing system (e-Postcard) link. That will take you to the sign-in portal.

Under First Time Users, select the GET STARTED button. We are all First Time Users for 2016. Next year you can be a returning user, provided you remember your username, password and all the security questions. I highly recommend

you keep a record of your answers and keep it with your important club papers so whomever gets to do it next year has the answers.

You will also need Your Club's EIN. Yours. When you enter your EIN, it will show as being the American Volkssport Association, Inc, and this is correct. If you want to add your club name, you add it in the DBA section. What follows is a peek at the process, just to give you a warm and fuzzy that you are doing it right.

IRS

Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL   SEND CODE >

Enter your own first and last name (unless you refused to file taxes last year!!) and your current email address. This will generate a code that will be sent to that email address. You then have 15 minutes to enter it on the next screen. If you do not do it within that time you have to start over.

IRS

Enter email confirmation code

We just sent you an email with a confirmation code. Please read that email and enter the code here.

Please keep this window open so you don't have to start over.
Open your email in another tab or window: Gmail   Outlook   Yahoo   AOL

Please allow a few minutes for the code to arrive. Check your spam or junk folder if you don't see it. If you didn't received the confirmation code, try resending the email .

CANCEL   CONTINUE >

The next two pages in this document are actually a single page on the web site. Use the scroll bars on the right to move everything up and down. There are rules. User name has to be 8 or more up to 64 characters. Password has all that funky stuff in the grey box. Lots of choices for the image, so pick one you like.

IRS

Create Your User Profile

We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process.

Create a Username and Password

Username

[   ]

Password

[   ]

Re-enter Password

[   ]

Enter a Username of your choice. The Username cannot be an email address, SSN, or contain a space, or a special character (!@#$%^&*).

Password Rules:

• Between 8 and 20 characters long.

• Must contain at least one numeric and one special character (!@#$%^&*).

• At least one uppercase and at least one lowercase letter.

• Matching password must be re-entered.

Primary Email

[rm_rd@ava.org]   ✎ Edit

Choose a Site Phrase

Create a phrase that you will recognize when you login

[   ]

Choose a Site Image

Select an image that you will recognize when you login

✎ Choose Your Site Image

Challenge Questions

Answer Rules
- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

Click the CONTINUE button after you have answered and recorded for yourself and your club all of the answers for the above. Note the requirements for the password, and know that the answers to the security questions cannot have stuff like dashes, dollar signs, and so on. You will land on the work page, and will need to continue to set up your profile.

![IRS logo]

User Profile Successfully Created

Your profile was successfully created. Please write down your Username for future reference.

CONTINUE >

Click the CONTINUE button. You will receive an email confirming your user profile was set up.

![IRS logo]

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

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

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.1.0

Version Build Date: 2016-04-21 14:59

Select Manage E-Postcard Profile

Chose Exempt Organization and click on CONTINUE.

Put in YOUR EIN, choose Add EIN. This will look up your information and put in the Organization Name. If you are a member club under the AVA's 501(c)(3) umbrella, the name will be AMERICAN VOLKSSPORT ASSOCIATION, INC. If you are an independent, your club name should appear.

To submit the e-postcard, click on CREATE NEW FILING.

Choose your EIN from the drop down list and click the CONTINUE button.

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

June 30, 2015 ?

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

AMERICAN VOLKSSPORT ASSOCIATION INC ?

Organization's legal name -Line 2

?

Employer Identification Number (EIN)

⬛⬛⬛ ?

‹ **PREVIOUS**   **CANCEL FILING**   **CONTINUE** ›

Select CONTINUE

Contact Information

e-Postcard Profile   Select EIN   Organization Details   Contact Information   Confirmation

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

Organization Address and Principal Officer Information

Organization's legal name: | AMERICAN VOLKSSPORT ASSOCIATION INC |

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

| Your Club Name here | ?

DBA Name - continued

| | ?

ENTER ADDITIONAL DBA NAMES

Country*

| US - United States ▾ | ?

Number and Street (or PO Box)*

| Address | ?

The forms above and below are part of the same page. Use the scroll bars. If you are under the umbrella, you will add your club name in the DBA Name under Organization. Fill out the form with the club address information, and your responsible person (usually you that is filling out this information) all the way to the bottom.

City or Town*

City   ?

State*

CO - Colorado   ▼   ?

Zip Code*

80012   ?

Organization's website address, if applicable

website.org   ?

Principal Officer:

Type of Name*

Person   ▼   ?

Person Name*

Your name   ?

Country*

US - United States   ▼   ?

Number and Street (or PO Box)*

Your Address   ?

City or Town*

City   ?

State*

CO - Colorado   ▼   ?

Zip Code*

80012   ?

‹ **PREVIOUS**   **CANCEL FILING**   **SAVE FILING**   **SUBMIT FILING** ›

SUBMIT FILING. On the next page, you will get an output certificate. Print that, preferably a screen print that puts it into a PDF file, then send it to IRS-E-990@ava.org so it can be recorded in your file.

If you have any questions, you can send an email to the above address and someone will respond as quickly as we can, or contact the National Office at 210-659-2112 and ask for who can assist you with the Electronic Postcard.

Respectfully submitted,

Frank Sayers
Rocky Mountain Regional Director
rm_rd@ava.org
May 2016