

Delta Tau Delta IRS Form 990-N Filing Instructions (2010 Tax Year)

This document intends to serve as instructions for future treasurers who need to file the IRS Form 990-N for Delta Tau Delta Fraternity. This document will provide step by step instructions to completing the IRS Form 990-N. Annually submitting a Form 990, Form 990 EZ or Form 990-N is required by all nonprofits.

First, you should prepare a few things.

- 1) You must have your EIN number. This was given to you when you filed online. The IRS also sends annual electronic reminders to file a version of the Form 990 every year. Your EIN number is on that letter.
- 2) You must have an internet connection as this tutorial only walks through E-filing of the Form 990-N.
- 3) Your gross receipts (all money you brought in from all activities) must be less than \$50,000 (beginning in 2010). If your receipts are higher than \$50,000, you must file the Form 990 EZ or the standard Form 990.
- 4) You must operate as a 501(c)7 nonprofit organization as classified by the Internal Revenue Code (IRC). If your chapter does not operate as a 501(c)7 nonprofit organization, please consult a tax professional.

Step by Step Process

1. Log into the IRS website using the link below to gain access to the IRS Form 990.
<http://www.irs.gov/charities/article/0,,id=169250,00.html>
2. After logging on, you will see the page below. You will want to click on the circled link which will take you to the Form 990 – N filing page.

Filing Requirement for...

[Example Organizational Filing](#)
[More Topics...](#)

IRS Resources

- Compliance & Enforcement
- Contact My Local Office
- e-file
- Forms and Publications
- Newsroom
- Frequently Asked Questions
- Taxpayer Advocate Service
- Where To File

Due Date of the e-Postcard

The e-Postcard is due every year by the 15th day of the 6th month after the close of your tax year. For 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. You cannot file the e-Postcard until after your tax year ends.

How To File

Click [here](#) to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your internet browser: <http://www.irs.gov/form990>. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is [a list of items of basic information](#) about your organization.

Who Must File

Most small tax-exempt organizations with gross receipts that are normally \$50,000 or less (or \$25,000 for tax years ending on or after December 31, 2007 and before December 31, 2010) must file the e-Postcard. 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 separate return.

Search for e-Postcards - Public Disclosure

To find and view an organization's e-Postcard click [here](#). To download the entire data base of e-Postcard filings click [here](#).

- The website will then direct you to a page outside of the IRS website. You need to acknowledge that this is okay. This will take you to an external site to complete the Form 990-N.
- If this is your chapter's first time completing the Form 990-N, you will need to create a login and password. This process is simple, but you will need your EIN number. If your chapter has completed step 4 in the past, you may skip to step 9. A screen shot below shows the steps necessary to complete the electronic filing of the Form 990-N

File your electronic Form 990-N (e-Postcard).
 Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE: If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

STEP 1: Register as a New User
 To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, either recently created or from a previous year, go to Step 2.

STEP 2: Create your Form 990-N (e-Postcard)
 Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: Submit your Form 990-N (e-Postcard)
 Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

Requirements and tips for using this website.

Questions or problems regarding this web site should be directed to [Tech Support](#)
 Concerned about your privacy? Please view our [privacy policy](#).
 This website is best viewed with Microsoft Internet Explorer 8.0+ or Mozilla Firefox with a screen resolution of 1024 x 768.
 Last modified: April 18, 2011.

Quick Menu
[Register as a New User](#)
[Update Email/User Information](#)
[Create New e-Postcard](#)
[Edit/View Existing e-Postcard](#)
[Technical Support](#)
[Frequently Asked Questions](#)
[Privacy Policy](#)

- You will pull down the tab that identifies you as an "exempt organization." (This is the default, so you shouldn't have to do anything.)
- You will enter your EIN number in the field provided. (Please see below)

Request Login ID

Please select Exempt Org or Preparer: Exempt Organization

Organization EIN: 99-9999999

For a definition of the two login ID types, return to the previous page.

If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

Back Next

Questions or problems regarding this web site should be directed to [Tech Support](#)
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 Last modified: April 18, 2011.

- Upon clicking on "next" you will be taken to a screen which will ask for the chapter's contact information. The name you enter should be either the chapter president or the chapter treasurer. It doesn't make a difference, but the name should be someone who is responsible for

the finances of the chapter. Also, make sure the email address is correct. The next step involves receiving a validation email. If you do not receive the validation email you cannot complete the filing process.

Request Login ID

Please enter the following information and then click the 'Next' button - all fields are required:

Login ID Type:	Exempt Organization
Login ID:	[REDACTED]
Organization Name:	HOO SIERS FOR HUSKERS
Password:	NOTE: Password must be between 6 and 15 characters and is case sensitive.
Verify Password:	
First Name:	_____
Last Name:	_____
Email Address:	_____
Verify Email Address:	_____
Daytime Phone:	

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Concerned about your privacy? Please view our [privacy policy](#).
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Last modified: April 18, 2011.

6. After completing the step above, the website will indicate a login ID was successfully completed and that an email has been sent to the email address provided. You should see the screen below if you have done this properly.

Request Login ID - Success

The following login ID was successfully created:

Login ID:	[REDACTED]
Name:	Jack Kreman
Email:	hoosiers4huskers@gmail.com
Organization:	HOO SIERS FOR HUSKERS

Activating Your Login ID.

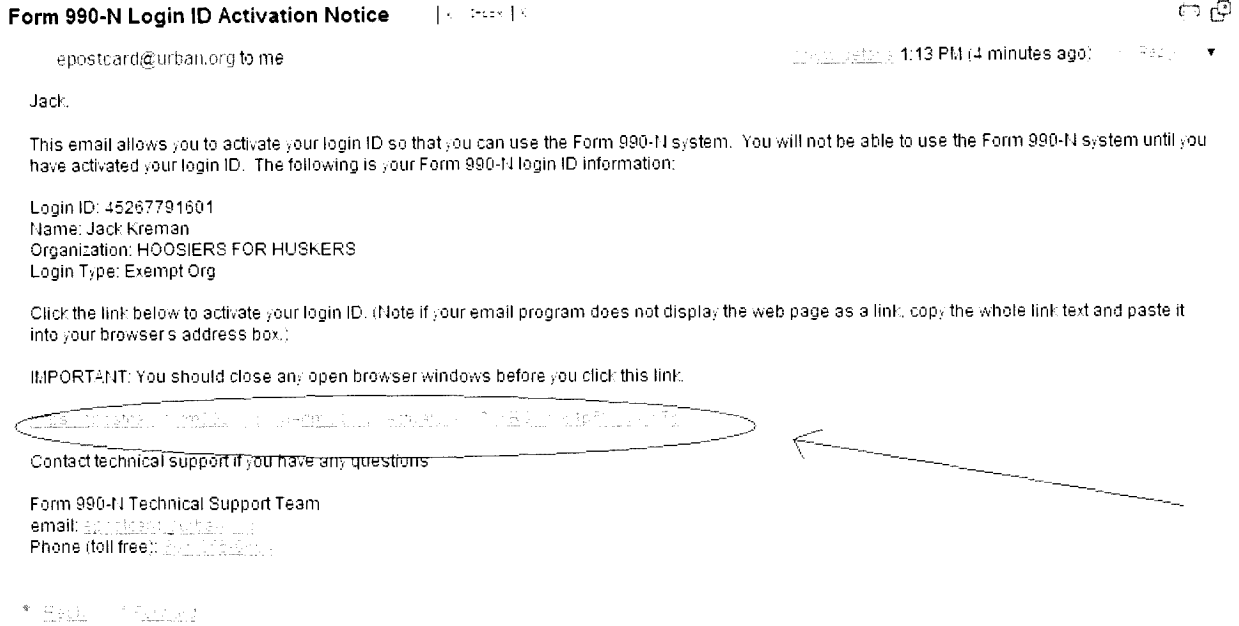
You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from epostcard@urban.org.

Close your browser now and activate your login ID through the link in the activation email.

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Concerned about your privacy? Please view our [privacy policy](#).
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Last modified: April 18, 2011.

7. You must now go to your email account and retrieve the email that was sent to you. You will need to follow the directions and click on the link provided to finalize your login and password.



8. After clicking on the provided link, you will be taken to a confirmation page. IT IS HIGHLY RECOMMENDED YOU PRINT THIS PAGE AND KEEP A COPY OF IT WITH YOUR CHAPTER FILES. YOU WILL NEED IT FOR FUTURE REFERENCE.



9. Click on the button that says "Create your Form 990-N (e-postcard) Now." This will begin the filing process.

10. In this step you will complete your IRS Form 990-N. The process is not difficult and should be completed in less than 5 minutes.

Form 990-N Home Control Panel Log Out

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

For the tax year period beginning and ending

Has your organization terminated or gone out of business?

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

Organization's legal name - Line 1

Organization's legal name - Line 2

Employer identification number (EIN)

Questions or problems regarding this website should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [Privacy Policy](#).

Website last modified on: November 23rd, 2010.

This website is best viewed with Microsoft Internet Explorer 8.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.
You are currently using Microsoft Internet Explorer 8 in 1350 X 1080 resolution.

- a. In this box you must make sure the tax year listed matches your chapter's fiscal year. Some chapters operate on a calendar year. Others operate on a fiscal year. In the example above the tax year is July 1 – June 30. The Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. In this example, the 15th day of the 5th month after the close of the June 30 tax year is November 15.
- b. For this second box, do not forget that if your receipts are above \$50,000 for the tax year beginning in 2010, you cannot file the Form 990-N. This box should read "yes" if you are filing a Form 990-N.
- d. Enter the chapter's EIN here.
- e. Click on "Next Page."

11. The second page includes more demographic information. You should not have much difficulty completing this page.

• [Quick Jump](#) • [Form 990-N \(e-Postcard\)](#) • [Logout](#)

Electronic Notice - Form 990-N (e-Postcard)
Organization Address and Principal Officer Information

[Save Or](#)

Organization's legal name: HOOSIERS FOR HUSKERS

If your organization conducts business under another name, list that name here.

DBA name: _____
DBA name - continued: _____

In Care of Name: _____

Organization's mailing address:

Country: United States

Number and street (or P.O. Box): _____

City: _____

State: _____

Zip code: _____

Organization's website address: _____

Principal Officer:

Name: _____

Country: United States

Number and street (or P.O. Box): _____

City: _____

State: _____

Zip code: _____

- a. The organization's name should be pre-filled.
- b. Most chapter's do not have a DBA name. If you do not, leave this blank. If your chapter operates with a different legal name than the name on file with the IRS, you will need to complete this.
- c. If your chapter has a physical mailing address (not a PO Box) you will not have an "In Care of Name." If, like some chapters, there is not a physical mailing address, the officer's address was provided when the EIN was applied for. If you listed an officer's name and address when you applied, then you will need to add that here. (If you are unsure, check the letter you received from the IRS reminding you to file the Form 990. If there is a "c/o" below the chapter name, you need to complete the In Care of Name section.) If you are still in doubt, you may call the IRS at their help center and they can help you.
- d. For the organization's website address it doesn't hurt to list your chapter's URL. These postcards are public documents, and it can help get the chapter's name out if you list a website.
- e. You should list either the president or the treasurer as the Principal Officer. Typically the president will be listed here.
- f. At this point you may save your work or you may submit the E-Postcard. If you would like someone else to review before submitting, you may save and return at any time. Once you submit you cannot make changes without re-filing.

12. After you submit you will see a page like the one below. During this time you are waiting for the IRS to accept or reject the filing. It likely will take less than 1 day to process, but depending on volume might take longer.

HOOSIERS FOR HUSKERS
 2010 IRS Form 990-N (e-Postcard)
 7/1/2010 - 6/30/2011

Links
[Control Panel](#) [View e-Postcard Image](#)
[View Form 990-N \(e-Postcard\)](#)

Current Status: **Transmitted**
 The e-Postcard is being transmitted to the IRS.

Next Step:
 Your Form 990-N (e-Postcard) is being transmitted to the IRS. Once the IRS processes your e-Postcard, we will send you an e-filing receipt via email telling you whether the e-Postcard was accepted or rejected. If rejected, the email will tell you why it was rejected and how to correct the problem.

Delivery Status

No.	Filing	Delivery	Status	Postmark
1	Form 990-N	E-file	Transmitting to the IRS	10/5/2011 1:22:54 PM

You can see from the picture above that the document is in transmission. You can also see the postmark date and time. This can be a handy screen to save in case the IRS questions your submission.

13. If you receive the screen below, your Form 990-N has been accepted and you are finished. As you can see from the example, the IRS accepted this Form 990-N in less than three minutes.

If your form is not accepted, there will be instructions directing you what to do. Next, you might simply have to review and fix an error. Or, you might have to discuss the problem with the IRS. If you see the green "Accepted" label below, your work is finished. Good luck!

HOOSIERS FOR HUSKERS
 2010 IRS Form 990-N (e-Postcard)
 7/1/2010 - 6/30/2011

Links
[Control Panel](#) [View e-Postcard Image](#)
[View Form 990-N \(e-Postcard\)](#)

Current Status: **Accepted**
 Congratulations, the IRS accepted your Form 990-N (e-Postcard).

Next Step:
 Your next e-Postcard will be due after 6/30/2012.

Delivery Status

No.	Filing	Delivery	Status	Postmark
1	Form 990-N	E-file	Acceptation on 10/5/2011	10/5/2011 1:25:16 PM