

Filing IRS Form 990-N

Go to Internet site for IRS.

WWW.IRS.GOV

Type "form 990N" in search box and click on magnify glass

Internal Revenue Service

https://www.irs.gov

Search

form 990N

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Forms and Pubs

- 1040
- 1040EZ
- W-4
- W-9
- 1099-MISC
- More ...
- Pub 15
- Pub 17
- 2290
- Tax Table
- Find Forms

Hot Topics

- Notify us of an address change
- Correct or amend your return
- What to do with a notice or letter
- Make a no-fee electronic payment
- Affordable Care Act
- More ...

Tools

- Apply for an online payment plan
- Get a tax transcript
- Apply for an employer ID number
- Change your tax withholding
- Check status of your amended return
- More ...

Filing & Payment

where's my refund?

freefile

IRS e-file

EFTPS

News

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Tax Pros Can Earn CPE Credits at IRS Tax Forums

Tax Design Disaster Planning Phishing & Tax Scams Protect Your ID Health Care & Taxes

Disaster Planning

Disaster assistance and relief for taxpayers
Special tax laws may help taxpayers and businesses recover financially from emergencies.

Safeguard your records against emergencies
A few simple steps can help you protect your records from water, fire or other damage.

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Tax Transcript YouTube



Search Results

form 990N

Advanced

Top Recommendations

[Form 990-N \(e-Postcard\)](https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard)

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

[Exempt Organizations Select Check Search Tool](https://www.irs.gov/charities-non-profits/exempt-organizations-select-check)

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Try *form 990N* using our new BETA search!

Sort by: Relevance | Date

[Annual Electronic Filing Requirement for Small Exempt ...](https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organization...)

www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organization...

Click on Form 990-N
(e-Postcard)



- Charitable Organizations
- Churches & Religious Organizations
- Political Organizations
- Private Foundations
- Other Non-Profits
- Contributors

Charities & Non-Profits Topics

- A-Z Index
- Search for Charities
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- Free e-Newsletter
- Online Training
- Life Cycle
- Taxpayer Bill of Rights
- Tax Exempt and

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

How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. **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.
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Prior to filing your form, please review the following information:

Click on "Form 990-N Electronic Filing"



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

Mask Username

LOG IN >

[Forgot Username](#)

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

Create a User and Password



Step 1 of 4: Personal Information

All fields are required.

First Name

Last Name

Email Address

Re-Enter Email Address

- Enter the Appropriate information.
- Select "SEND EMAIL CONFIRMATION CODE" button.

A confirmation code will be sent to your email address.

What will we do with your information?

The IRS may use third party data to verify your identity. The third party provides the IRS with information to generate questions used to help authenticate your identity. This action may create an entry called a "soft inquiry" on your credit report. The soft inquiry will be listed as an IRS inquiry with the date of the request. Only you can see the IRS soft inquiry. Soft inquiries do not affect your credit score and are not reported to lenders. [Learn more about soft inquiries.](#)



Step 2 of 4: Verify Identity



Do not close this browser window or you will have to restart the process.

- A confirmation code will be sent to your email address within the next 10 minutes
- Check your spam folder if you don't receive an email.
- If you don't receive a confirmation code within 15 minutes, please select cancel and request a new code.

Enter Confirmation Code

Enter the Confirmation Code sent by the IRS and select "CONTINUE" button.

CANCEL

CONTINUE



Step 3 of 4: Security Profile

All fields are required.

User ID and Password

User ID

Password

Re-enter Password

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or 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

lreque@sofn.com

Secondary Email (optional)

Unique phrase which will be included in confirmation emails sent by IRS Online Services to you

Site Phrase

Create a site phrase that you will recognize when you login.

You must answer each question before submitting to move on to the form. Any fields that are not properly filled out will not be accepted.

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



User Profile Successfully Created

Your profile was successfully created. Be sure to write down your User ID for future reference. Please click the "Continue" button to go to your selected application.

Note: All future correspondence will be via email.

CONTINUE >

[IRS Privacy Policy](#) | [Accessibility](#)



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

[MANAGE FORM 990-N SUBMISSIONS >](#)

Application Version Number: 1.0.1

Version Build Date: 2016-02-29 22:16

Select "MANAGE FORM 990-N SUBMISSIONS" to create your 990-N.



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)



Please select Exempt Organization or Preparer

User Type

--Select One--

Select "Exempt Organization"

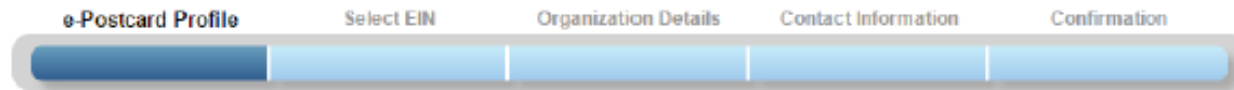
< PREVIOUS

CONTINUE >



e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)



You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN -

Enter Lodge's EIN and select "ADD EIN" button

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

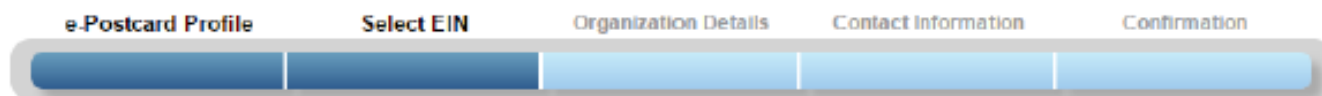
>

When your Lodge's EIN shows in the "Currently Associated EIN(s)" menu, select the "CREATE NEW FILING" button



Select EIN

[Home](#) | [Security Profile](#) | [Logout](#)



Please select the EIN for which you want to file for

EIN

[MANAGE E-POSTCARD PROFILE](#)

[CONTINUE](#)

Select your Lodge's EIN from the drop-down menu and select "CONTINUE" button.



Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation



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

Organization Information

- For the tax year ending
1. ?

Has your organization terminated or gone out of business?

 2. ?

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

 3. ?

Organization's legal name - Line 1

 4. ?

Organization's legal name - Line 2

 5. ?

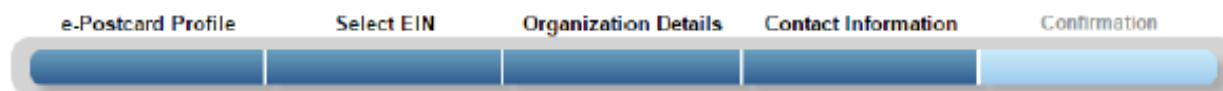
Employer Identification Number (EIN)

 6. ?

In Response to the questions:

1. **December 31, 2015**
2. **No – unless your lodge is disbanding**
3. **Yes**
4. **– 6. Should have autofilled with the information you've already provided.**

[< PREVIOUS](#) [CANCEL FILING](#) [CONTINUE >](#)



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

Organization Address and Principal Officer Information

Organization's legal name:

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

* = required field

Organization:

1. DBA Name ?

2. DBA Name - continued ?

ENTER ADDITIONAL DBA NAMES

3. Country* ?

4. Number and Street (or PO Box)* ?

5. City or Town* ?

6. State* ?

7. Zip Code* ?

In Response to the questions:

1. Lodge Name
2. N/A
3. Country – this will only affect Canadian or Norwegian lodges that have an EIN in the US
4. – 7. Address of the Lodge's Treasurer

1. Organization's website address, if applicable

Principal Officer:

2. Type of Name*

3. Person Name*

4. Country*

5. Number and Street (or PO Box)*

6. City or Town*

7. State*

8. Zip Code*

< PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING >

In Response to the questions in order:

1. Website – if the lodge has one

2. "Person"

3– 8. President's Name followed by their address (or the Lodge, if the Lodge has a permanent address)

Select "Submit Filing" Button

e-Postcard Confirmation Warning!

Do you want to save the data and submit this filing to the IRS?

Once you submit the e-Postcard, you will no longer be able to edit the information in the e-Postcard.

Click "Ok" to submit the e-Postcard to the IRS, otherwise click "Cancel"

OK

CANCEL

Select "OK" Button



Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

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

- **Organization Name:** SONS OF NORWAY
- **EIN:** 237525640
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160610000952
- **Filing Status Date:** 03-01-2016
- **Filing Status:** Pending

You will receive a confirmation of your filing.

Note that the Filing Status is "Pending"

Select "MANAGE FORM 990-N SUBMISSIONS" button.

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



Manage Form 990-N (e-Postcard)

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
23-7525640	SONS OF NORWAY	2015	12-31-2015	03-01-2015	Accepted	10065520160610000952	

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[CREATE NEW FILING](#) >

On the Manage Form 990-N (e-Postcard) page you can monitor the Status of the form to see when it is "Accepted" or "Declined".