

Form 990-N Filing Instructions
For Chapter Treasurers
Calendar year 2009



IMPORTANT – Please read through these entire instructions before going to the IRS Web site to prepare your e-filing. New treasurers will have to update or create login ID information to ensure that all IRS communication regarding this e-filing come to your proper email address.

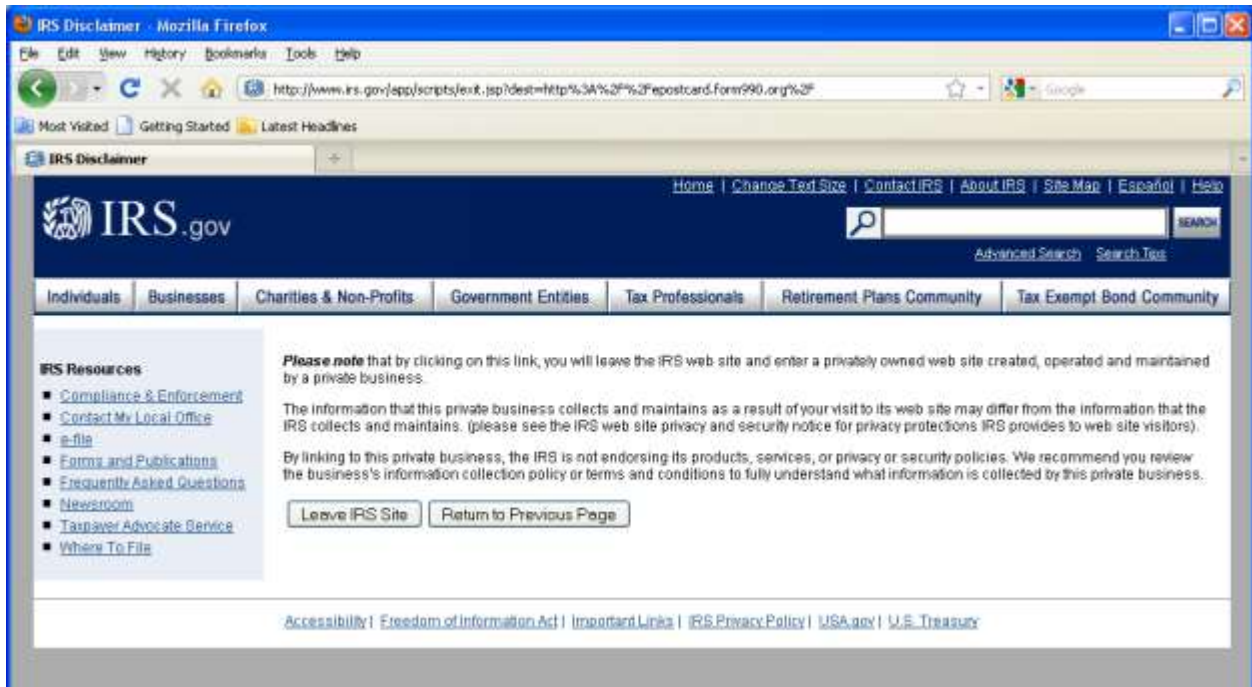
Each barbershop chapter must report to the IRS annually on Form 990 – either a full Form 990, 990-EZ or 990-N – depending on the annual gross receipts. See the detailed requirements in the *2010 Treasurers Manual*, section 5.15.2, available from the BHS Web site Document Center.

In 2009, chapters with \$25,000 or less in gross receipts can e-file Form 990-N, which is essentially an acknowledgement of the continued existence of the chapter, confirmation of the contact information and a certification that the gross receipts are normally \$25,000 or less.

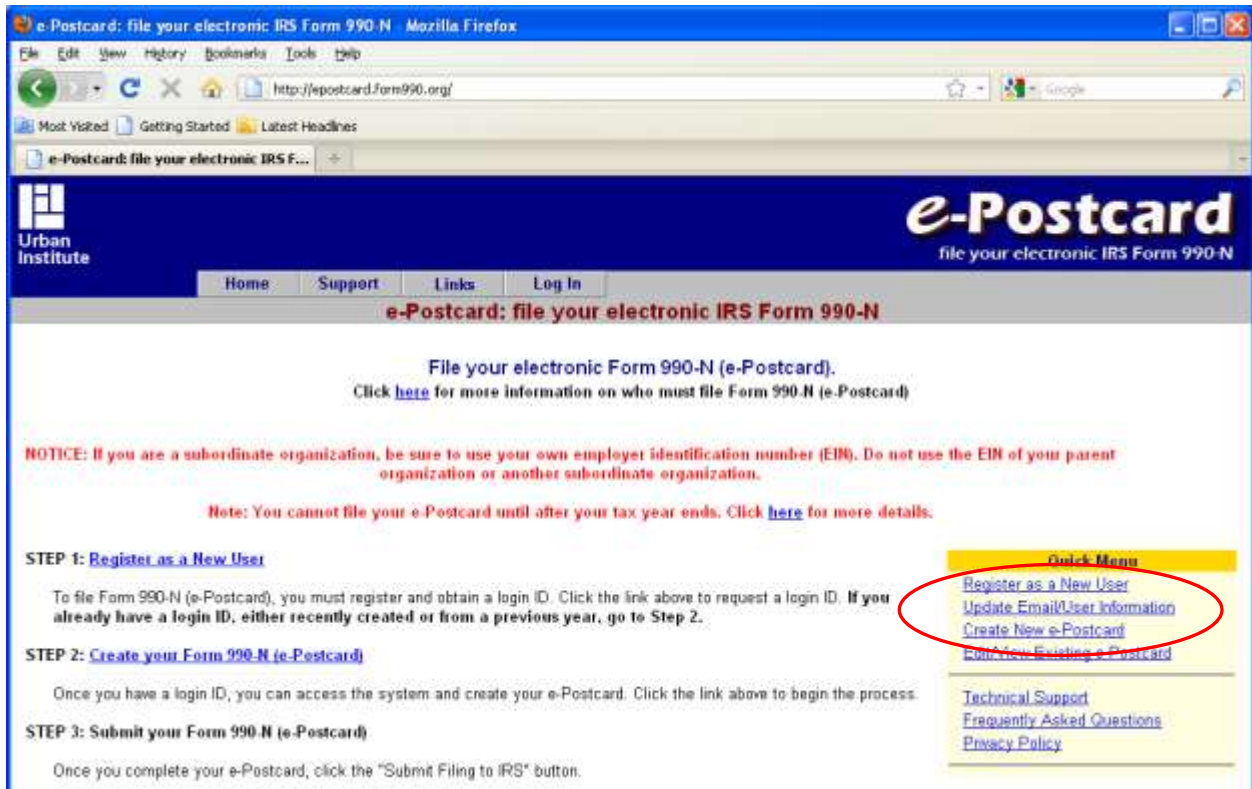
First, make sure you have the eight items of information needed to complete the form:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN)
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address, if the organization has one
7. Confirmation that the organization’s annual gross receipts are normally \$25,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

Go to <http://www.irs.gov> and click on the “Charities & Non-Profits” tab near the top. The click on the link “Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard).” In the “How to file” box, you’ll see a link “Click here to file the e-Postcard.” That will take you to a page warning you that you’ll be leaving the IRS Web site. That’s okay!



Click on “Leave IRS Site.”



Click on “Create New e-Postcard.” New treasurers, if you have received a Login ID and password from your predecessor, after you login you’ll need to go back to the screen at the bottom of page 2 above, and click on the link “Update

Email/User Information” and follow the instructions. Be sure to do that **BEFORE** you submit your filing, so that confirmation emails come to you!



You (or your predecessor) should have already set up an account. If so,

- Your “Login ID” will be your Chapter’s Employer ID Number (without the hyphen) plus two extra digits (most likely 01), and
- You will already have set up a password for your account.

Enter both items, and click “**Log In.**” If you don’t remember, or haven’t been given, the password, you could click on the “**Email Password**” button next to “I forgot my password.” However, your predecessor’s email is most likely the contact email (it should be in your files from the confirmation email received for the prior filing), and then you’ll have to get the new password from him. If he is not available or that email account no longer works, click on the “**Request Login ID**” button and you can register as a new user for your chapter. You’ll be guided to create a new Login ID for your organization that increments the final two digits after the EIN by one; e.g., **12345678902**, depending on how many users have registered previously.

In the unlikely event your chapter has never registered (this might happen if you had a professional tax preparer file the Form 990-N e-Postcard previously), go back to Step 1 on the previous Web page and create a new Login ID and password.

After you login, you'll see the following page:

The screenshot shows a web browser window with the URL <http://e-postcard.form990.org/Entry/Form990NCreate.asp>. The page title is "Form 990-N (e-Postcard) Online - Organization Information - Mozilla Firefox". The page features the Urban Institute logo and the e-Postcard logo with the tagline "file your electronic IRS Form 990-N". The main content area is titled "Electronic Notice - Form 990-N (e-Postcard) Organization Information". It contains several form fields and dropdown menus. The "No" and "Yes" dropdown menus are circled in red. The form fields include:

- For the tax year period beginning and ending
- Has your organization terminated or gone out of business?
- Are your gross receipts normally \$25,000 or less?
- Organization's legal name - Line 1:
- Organization's legal name - Line 2:
- Employer identification number (EIN):

At the bottom of the form, there are two buttons: "Cancel Filing" and "Next Page". A note at the bottom left says "Click the image next to any field for help/instructions."

Fill in the “B” questions, but be sure to leave all the other information as is. Then click “Next Page.”

The screenshot shows a web browser window with the URL <http://epostcard.form990.org/CEnter/Form990MainPart11.asp>. The page header includes the Urban Institute logo and the text "e-Postcard file your electronic IRS Form 990-N". The main content area is titled "Electronic Notice - Form 990-N (e-Postcard) Organization Address and Principal Officer Information". A "Save Changes" button is located at the top right of the form area. The form is divided into several sections:

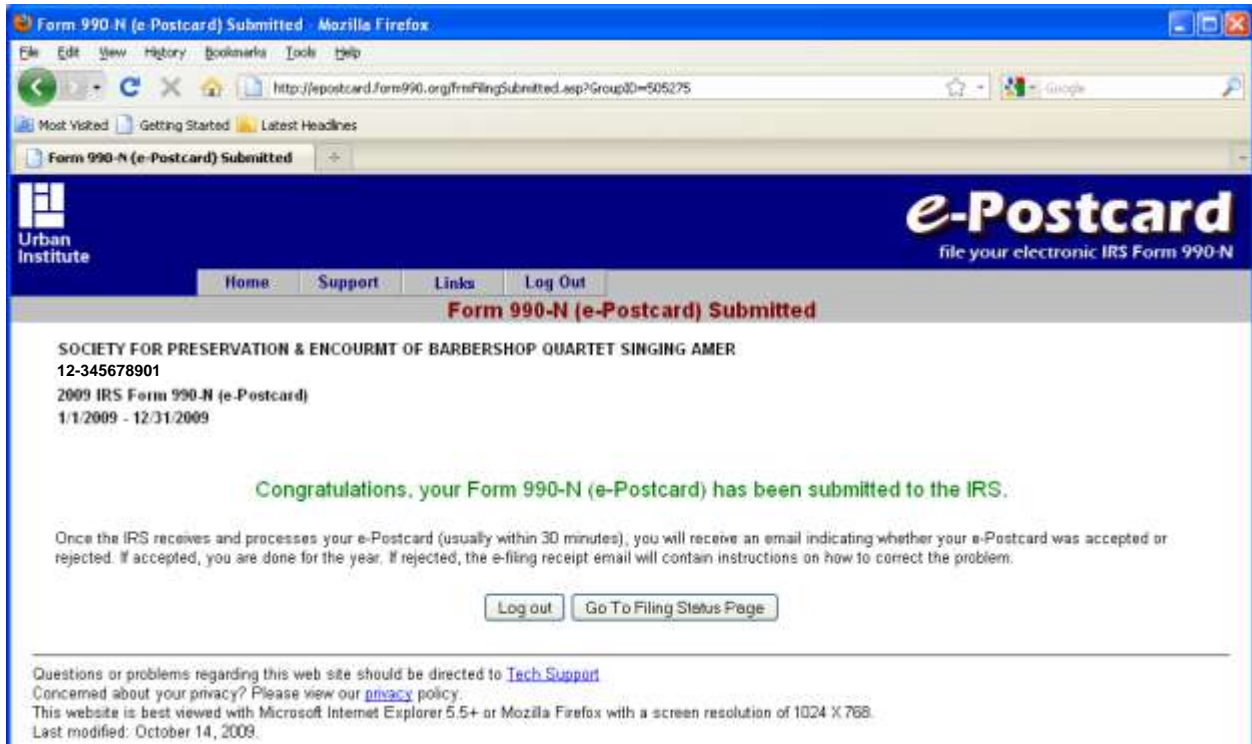
- Organization's legal name:** SOCIETY FOR PRESERVATION & ENCOURT OF BARBERSHOP QUARTET SINGING AMER
- If your organization conducts business using another name (dba), enter other name:**
 - DBA name: Oswego Valley Chapter
 - DBA name - continued: Snowbellers Chorus
 - Enter Additional DBA Names: [button]
- In Care of Name:** John H Howe Treasurer
- Organization's mailing address:**
 - Country: United States
 - Number and street (or PO Box) - Line 1: 640 Maple Avenue
 - Number and street (or PO Box) - Line 2: [empty]
 - City or town: Fulton
 - State: New York
 - Zip code: 13069-4582
- Organization's website address, if applicable:** [empty]
- Principal Officer:**
 - Type of name: Person
 - Person Name: John H Howe
 - Country: United States
 - Number and street (or PO Box) - Line 1: 640 Maple Avenue
 - Number and street (or PO Box) - Line 2: [empty]
 - City or town: Fulton
 - State: New York
 - Zip code: 13069-4582

At the bottom of the form, there are three buttons: "Previous Page", "Save Changes", and "Submit Filing to IRS". A small note at the bottom left says "Click the [help icon] image next to any field for help/instructions." The browser's status bar at the bottom shows "Done".

Enter, or update, all of the information required on this page, then click **“Save Changes.”** You’ll note that you can’t enter or change the email address on this page! If you have received a Login ID and password from your predecessor, you’ll need to go back to the screen at the bottom of page 2 above, and click on the link **“Update email/User Information.”** Do that **BEFORE** you submit your filing!

Once you’re satisfied with the info on both of these pages, and are sure that your email address is associated with this Login ID, click **“Submit Filing to IRS.”**

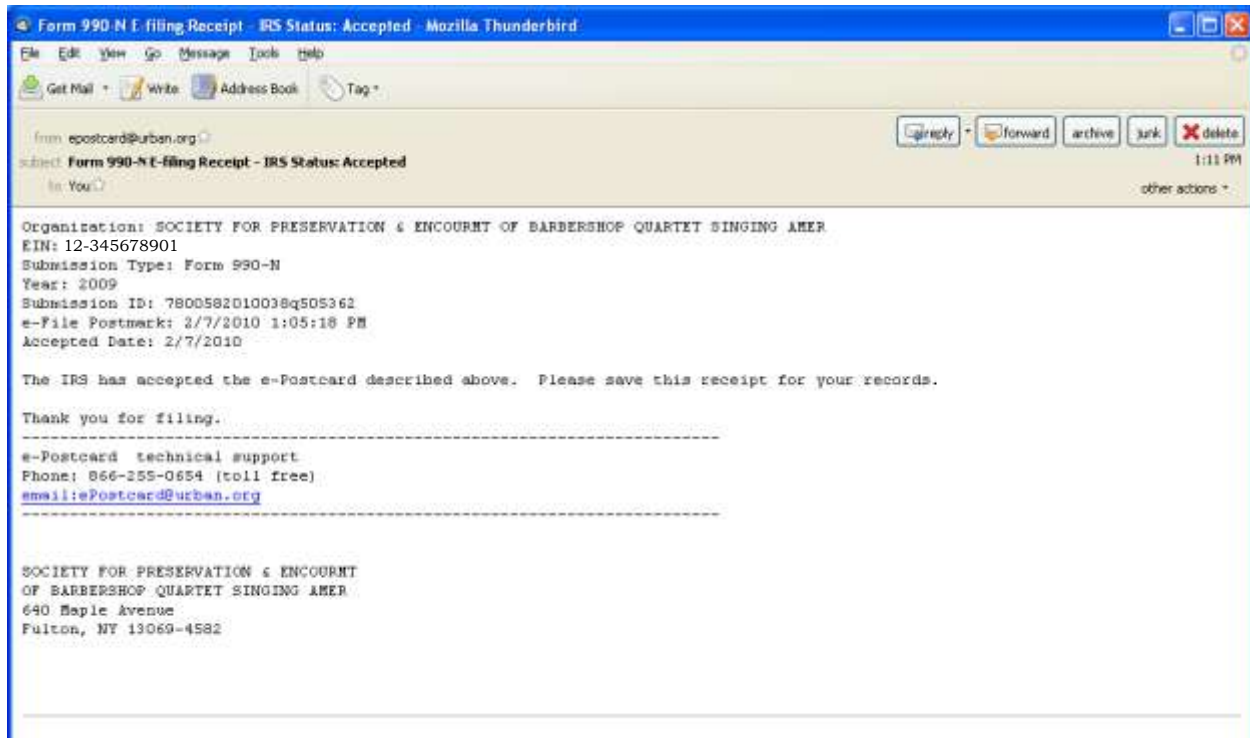
You’ll see the following submission notice, but your filing has not been accepted yet.



If you click on “Go To Filing Status Page,” you should see



After a short time (usually around 30 minutes), you will get an email back from the IRS telling you whether or not your submission has been accepted for the reporting year. It looks like this . . .



Once you receive this email, “**File-Print**” or create a **.PDF** file for your (and the Society’s) records. You’ll need to send in this confirmation, along with your financial review, to the Society by May 15.

If you have any questions about these procedures, contact Society CFO Heather Verble – her email link is at www.barbershop.org – or contact any of the Leadership Academy treasurers instructors through your district CSLT director.

That’s it! Congratulations; you’ve successfully completed your e-filing requirement.

*Prepared by John Howe, Treasurer of the Oswego Valley, NY Chapter and LA Treasurers Instructor.
Reviewed and updated by John Santora, LA Treasurers Instructors Track Advisor, February 2010.*

Please review the BHS Web site Document Center annually for updates to this procedure.