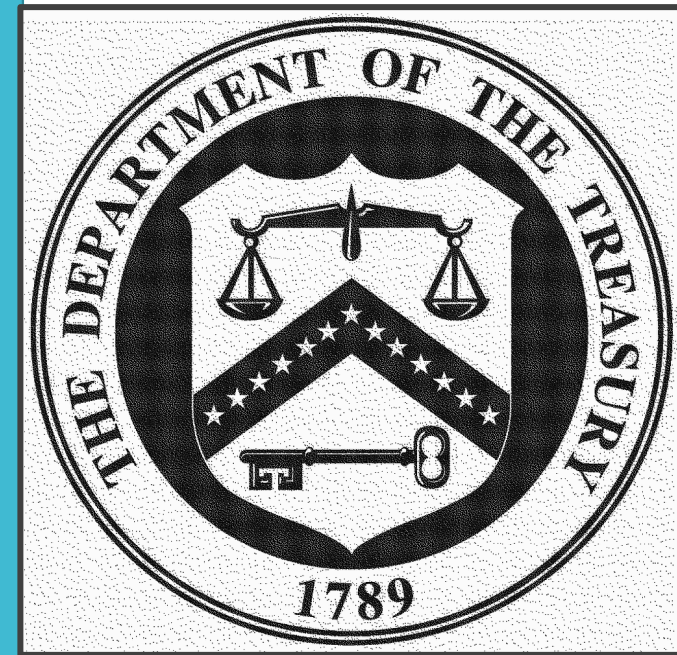


2022

Welcome to Altrusa District

990-N WORKSHOP



Does your Club qualify to file a 990-N?

- ❖ **Small tax-exempt organizations generally are eligible to file Form 990-N to satisfy their annual reporting requirement, if their annual gross receipts are normally \$50,000 or less.**
- ❖ **Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.**



Department of the Treasury
Internal Revenue Service

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.**
- ❖ **The Form can be filed anytime after the tax year ends and the due date.**
- ❖ **Simply Means: If your tax year ended on May 31, the e-Postcard is due October 15. If the due date falls on a Saturday, Sunday, or a legal holiday, the due date is the next business day.**

Benefits of Filing 990-N (e-Postcard)

- ❖ It can be filed for free at [IRS.gov](https://www.irs.gov).
- ❖ There is no paper form.
- ❖ No special software is needed.
- ❖ Only 8 simple questions.
- ❖ Only need to register once.



Gather the information you will need to complete the filing.

- ❖ **Employer Identification Number (EIN) also known as a Taxpayer Identification Number (TIN)**
- ❖ **Tax Year (calendar or fiscal, typically June 1 to May 31 for most Altrusa Clubs)**
- ❖ **Legal name and mailing address**
- ❖ **Any other names the organization uses**
- ❖ **Name and address of a principal officer (typically Club President)**
- ❖ **Website address if the organization has one**
- ❖ **Confirmation that the organization's annual gross receipts are \$50,000 or less**
- ❖ **If applicable, a statement that the organization has terminated or is terminating (going out of business)**

Login to the IRS website

[Click to begin the 990N filing.](#)

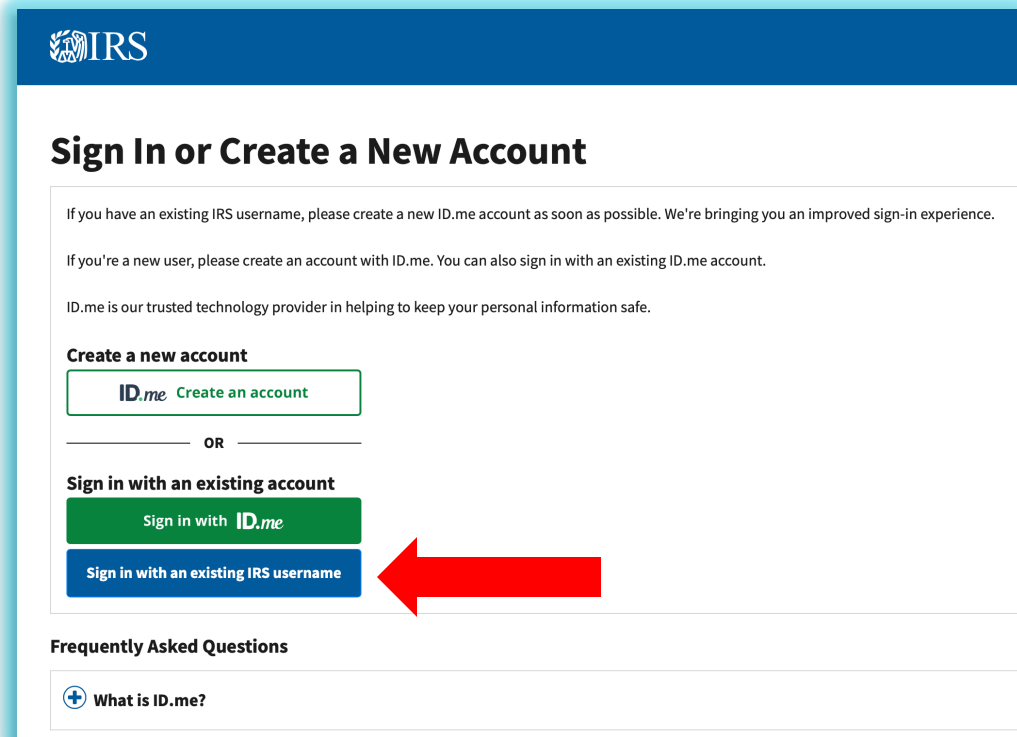
ID.me Authentication Platform

The IRS has a new authentication platform using **ID.me** effective August 1, 2022. There are 3 different options to sign in to the new system.

- **Sign in with an active IRS username:** Users with an active IRS username have the option to access the page using their existing IRS credentials or they can choose to create a new account with ID.me. You must use the same email from the existing login if you create a new account with ID.me.
- **Sign in with an existing ID.me account:** Users that have an ID.me account to access other IRS online services or from a state or federal agency can sign in using their existing ID.me account.
- **Create a new ID.me account:** Users that don't have an active IRS username credential must register and sign in with ID.me.

Returning User

Returning Users Select : **Sign in with an existing IRS username**



The screenshot shows the IRS 'Sign In or Create a New Account' page. At the top is the IRS logo. Below it is the title 'Sign In or Create a New Account'. The page contains three paragraphs of text: 'If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience.', 'If you're a new user, please create an account with ID.me. You can also sign in with an existing ID.me account.', and 'ID.me is our trusted technology provider in helping to keep your personal information safe.' There are two main sections: 'Create a new account' with a button 'ID.me Create an account', and 'Sign in with an existing account' with two buttons: 'Sign in with ID.me' and 'Sign in with an existing IRS username'. A large red arrow points to the 'Sign in with an existing IRS username' button. At the bottom is a 'Frequently Asked Questions' section with a link 'What is ID.me?'.

IRS

Sign In or Create a New Account

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience.

If you're a new user, please create an account with ID.me. You can also sign in with an existing ID.me account.

ID.me is our trusted technology provider in helping to keep your personal information safe.

Create a new account

ID.me Create an account

OR

Sign in with an existing account

Sign in with **ID.me**

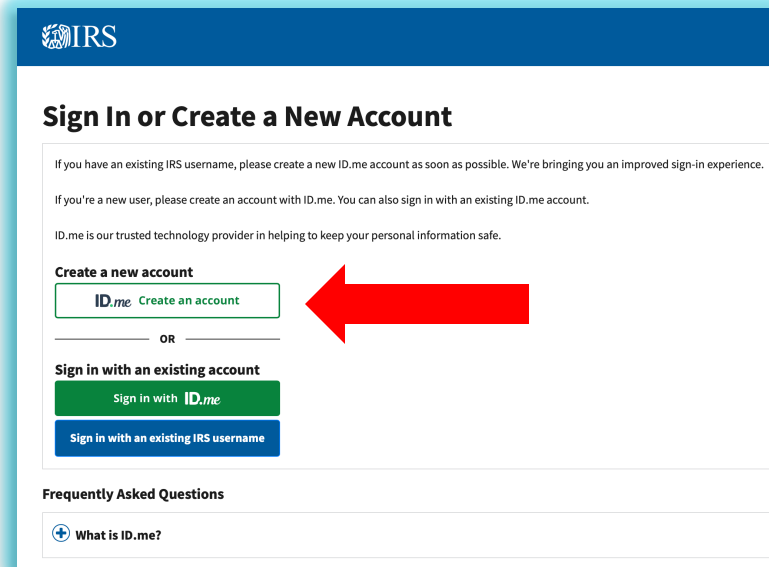
Sign in with an existing IRS username

Frequently Asked Questions

+ What is ID.me?

First Time User

First Time Users Select : **ID.me** Create an Account



IRS

Sign In or Create a New Account

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience.

If you're a new user, please create an account with ID.me. You can also sign in with an existing ID.me account.

ID.me is our trusted technology provider in helping to keep your personal information safe.

Create a new account

[ID.me Create an account](#)

OR

Sign in with an existing account

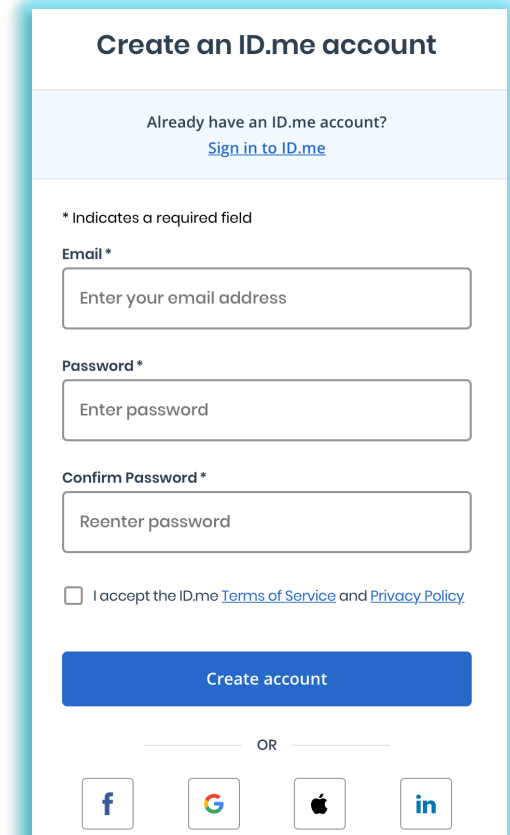
[Sign in with ID.me](#)

[Sign in with an existing IRS username](#)

Frequently Asked Questions

[+ What is ID.me?](#)

Enter your email and password. Click to accept the Terms of Service. **Create account.**



Create an ID.me account

Already have an ID.me account?
[Sign in to ID.me](#)

* Indicates a required field

Email *

Enter your email address

Password *

Enter password

Confirm Password *

Reenter password

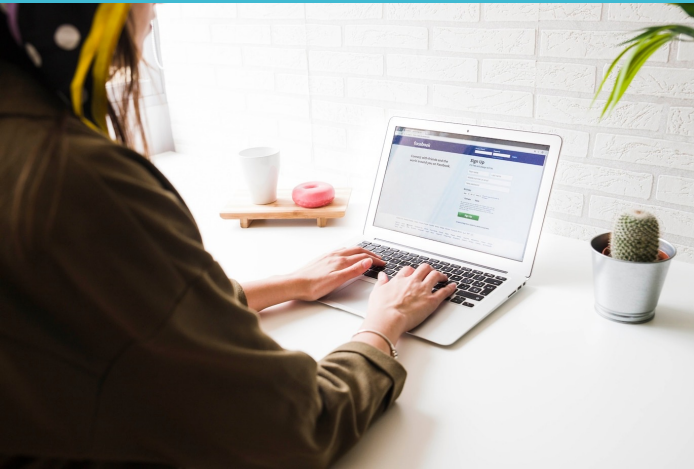
☐ I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)

[Create account](#)

OR

[f](#) [G](#) [Apple](#) [in](#)

Use your personal information when registering. The login ID and password you are creating are for your personal use. You may file a Form 990-N for multiple organizations without the need to register for each organization.



Create a User Profile

Select CONTINUE to share your information with the IRS. An email will be sent from ID.me to your email entered in the previous screen. If you don't receive an email, check your spam or junk email folder.

Select Confirm your email. Then return to the website to **Select Continue.**

ID.me + IRS

CONTINUING TO THE INTERNAL REVENUE SERVICE

To protect your identity and information from fraudulent actors, your authentication and transaction-related data (the information related to your ID.me account and identity verification) will be shared with the IRS. This helps ensure that it is really you interacting with the website and not someone pretending to be you.

This information includes transaction-related data like the following:

- Prior sign-ins using your ID.me account (but the names of the websites you access would not be disclosed)
- Multi-factor authentication methods (e.g., text message or push notification)
- The status of your verification at (e.g., what steps you have or have not completed; partially entered information)

If you choose not to continue, you will not be able to use your ID.me account to access IRS.

ID.me does not sell, lease, or trade data to any third parties or derive any profit from the sale, lease, or trade of data.

[Continue](#)

Welcome to ID.me

ID.me

Welcome!

Thanks for creating an ID.me account!

ID.me simplifies how you verify and share your identity online, while helping keep your information safe.

You can confirm your email address by clicking the link below.

[Confirm your email](#)

Please note: This link expires in 15 minutes.

This is the email.

CONFIRM YOUR EMAIL ADDRESS

We sent an email to mpowlen4@yahoo.com.

If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.

After your email is confirmed, return to this page to continue.

Didn't receive the email? [Resend my verification](#)


Can't click on the button in your email?

Enter the 6-digit code from the email below.

[Why do I need to confirm my email?](#)

[Continue](#)

Choose **Text Message** or **Phone Call** to secure your account. Enter your **Phone Number** and select **Text me** or **Call me** then **Continue**. You will receive a code to enter. **Enter** the 6-digit code then **CONTINUE**. You will receive verification your account is secure on the following screen. **Enter CONTINUE**.

ID.me + 

SECURE YOUR ACCOUNT


1

2


3

With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.


Choose an MFA option




[Text Message or Phone Call](#)
Get a 6-digit code by text message or phone call.



[Push Notification](#)
Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.



[Code Generator Application](#)
Generate verification codes via code generator apps like ID.me Authenticator.



[FIDO Security Key](#)
Use a physical security key (insert or tap)

SECURE YOUR ACCOUNT

1


2


3

Receive a code by phone


Please use a phone number you can access whenever you plan to sign in.

Phone Number





Text me




Call me

THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

[Go back](#)

Continue

ID.me + 

SECURE YOUR ACCOUNT

1

2

3

Confirm your phone number


Please pick up the phone and follow the instructions to receive your 6-digit code.

Enter the 6-digit code *

Didn't receive it? [Resend my verification code](#)


[Go back](#)

Continue

ID.me + 

YOUR ACCOUNT IS NOW SECURE

Your phone number can now be used for multi-factor authentication.



Visit [ID.me My Account](#) to view and manage multi-factor authentication settings.

Recovery code

A recovery code can be used in the event you lose access to your multi-factor authentication device.

[Generate recovery code](#)

[Continue](#) →

Create Form 990-N

Create Form 990-N (e-Postcard)



Select MANAGE E-POSTCARD PROFILE to create a new Form 990-N electronic filing submission.

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

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:

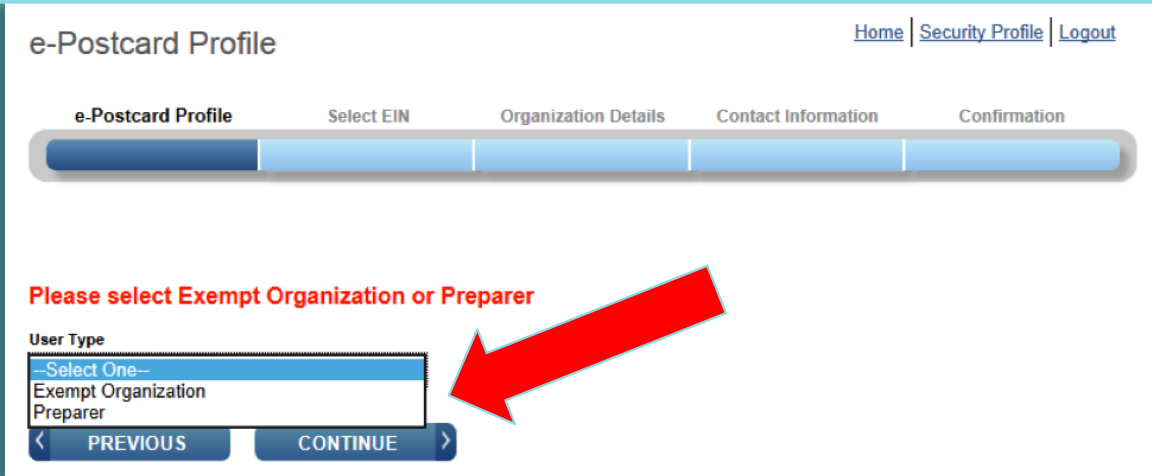
1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS



Exempt Organization

Select Exempt Organization from the drop-down menu under **User Type**. (Only select **Preparer** if you are filing for multiple organizations.) **Select Continue**.



The screenshot shows the 'e-Postcard Profile' setup interface. At the top, there are links for 'Home', 'Security Profile', and 'Logout'. Below these is a progress bar with five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The first step, 'e-Postcard Profile', is currently active. Below the progress bar, a red instruction reads: 'Please select Exempt Organization or Preparer'. Under the 'User Type' label, a dropdown menu is open, showing three options: '--Select One--', 'Exempt Organization', and 'Preparer'. A large red arrow points to the 'Exempt Organization' option. At the bottom of the form, there are two buttons: 'PREVIOUS' and 'CONTINUE'.

Enter Employer
IDENTIFICATION
NUMBER (EIN)

Enter an EIN and **select ADD EIN**. **Select CREATE
NEW FILING**.

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

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

EIN **ADD EIN**

Currently Associated EIN(s)

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

DELETE EIN **CREATE NEW FILING**

Select the EIN
from the drop
down menu
then **select
CONTINUE**.

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

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

Please select the EIN for which you want to file for

EIN

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

Simply fill in the form...

- ❑ Complete the "Organization Details" page.
- ❑ If you don't understand the request, click the question mark icon for an explanation.

Go to the next page
by selecting Continue



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

May 31, 2022



Has your organization terminated or gone out of business?

--Select One--



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

--Select One--



Organization's legal name -Line 1

ALTRUSA INTERNATIONAL INC



Organization's legal name -Line 2



Employer Identification Number (EIN)

473367153



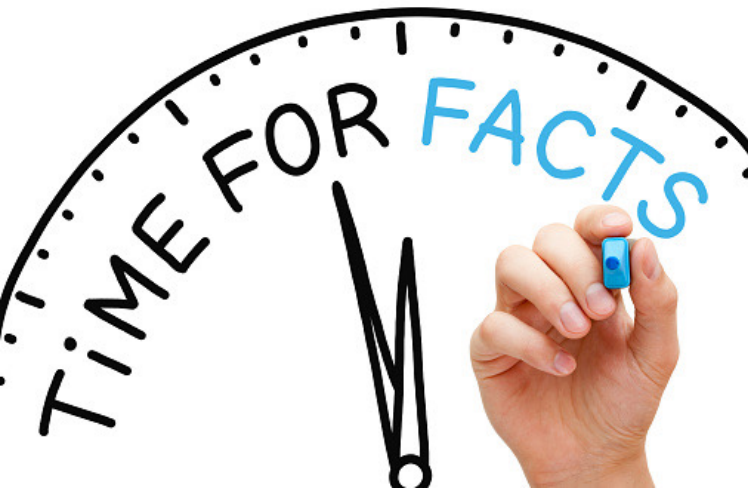
PREVIOUS

CANCEL FILING


CONTINUE



Contact Information



Enter the **Contact Information**. **Click SAVE FILING** if you are missing any information. **Click SUBMIT FILING** when complete.



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

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:

If your organization conducts business using another name (DBA), enter other name:
* = required field

Organization:
DBA Name
DBA Name - continued

ENTER ADDITIONAL DBA NAMES

Country*
Number and Street (or PO Box)*
City or Town*

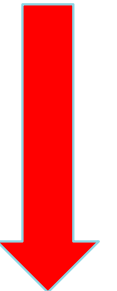
Principal Officer:
Type of Name*
Person Name*
Country*
Number and Street (or PO Box)*
City or Town*
State*
Zip Code*

PREVIOUS

CANCEL FILING

SAVE FILING

SUBMIT FILING



Confirmation



The **filing status** will display as **Pending**. After seven minutes, refresh the page (F5 for Windows; Command-R for Mac) and the **GET UPDATE STATUS** button will appear. The status will change from **Pending** to **Accepted** or **Rejected**. **Select** the **SUBMISSION ID** hyperlink for additional detail if your submission was **Rejected**. **Print** a copy for your records. You will not be able to print this filing once you leave this page.

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: XXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXX
- Tax Year End Date: XXXXXXXXXX
- Submission ID: XXXXXXXXXX
- Filing Status Date: XXXXXXXXXX
- Filing Status: Pending

Click on the word **Print** to print a copy for your records.

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 Submissions

Select MANAGE to review a previously filed Form 990-N.

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



Late Filing

PAST
DUE!

- A reminder will be sent to the address on file if the submission is not received by the due date. Clubs should submit the required form, even if it is late. There is not a penalty for late submissions.
- Clubs that fail to file the required Form for three consecutive years will automatically lose tax exempt status.
- Automatic Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.
- The IRS will send a letter to the last known address, stating the exempt status has been automatically revoked because it has not filed a required annual return or notice for three consecutive years.
- Reinstatement can be requested back to the date of automatic revocation by submitting the appropriate form and provide any required explanations. Your request will be granted only if the IRS determines that the organization had reasonable cause for not filing an annual return for three consecutive years and approves the organization's exemption application.
- **Lose tax-exempt status and cannot receive tax-deductible contributions**

Helpful Websites

File Form 990-N

<https://sa.www4.irs.gov/secureaccess/ui/ial1?TYPE=33554433&REALMOID=06-00075380-f403-12a1-b179-7c2b0ad00000&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-u0ktItgVFneUJDzkQ7tjvLYXyclDooCJJ7+jXGjg3YC5id2x9riHE98hoVgd1BBv&TARGET=-SM-http%3a%2f%2fsa.www4.irs.gov%2fepostcard%2fsecure%2fhome%2f>

Automatic Revocation – How to Have Your Tax-Exempt Status Reinstated

<https://www.irs.gov/charities-non-profits/charitable-organizations/automatic-revocation-how-to-have-your-tax-exempt-status-reinstated>

IRS Form 990-N Electronic Filing System User Guide

<https://www.irs.gov/pub/irs-pdf/p5248.pdf>

Helpful Websites

Find past Form 990 filings, Determination letters, and Auto-Revocation List (It is easier to search if you have the EIN. Use “Altrusa” if searching by name and not the club name)

<https://apps.irs.gov/app/eos/allSearch?page=2&size=25&sort=name,asc>

Find EIN number. (This is the most user friendly website.)

<https://www.guidestar.org>



FOR YOUR SERVICE TO ALTRUSA