

### **Instructions for filing the IRS required 990 e-postcard:**

1. Go to [www.irs.gov](http://www.irs.gov). This will bring up a list of websites. Under **Internal Revenue Service**, click on **e-file**.
2. At the top of the page, click on **Charities and non-profits**.
3. Scroll down to **Annual Electronic Filing Requirements for Small Exempt Organizations-form 990-N (e-postcard)**.
4. Under How to File, click on “**here**” (second word, in blue)
5. Click on "**Leave IRS site.**"
6. **READ THE NEXT INSTRUCTIONS CAREFULLY.** This explains what your Logon ID will be.

You must have the chapter's Tax E.I. number to file.

Fill in the password – this should be the chapter name. Example: for the Hartsville chapter, the password will be Hartsville. For the Wade Hampton chapter, the password will be wadehampton. The password is case sensitive, so use all small letters.

Print out the page with your login ID and your password. Put this sheet with your chapter financial materials. The chapter treasurer will need the login ID and password every year. When you have registered, you will receive an e-mail that will take you through the filing process. It is very easy.

When you are filling in the information on the actual form, be sure and type in your chapter name and number in the blank space for “**doing business as.**” If you don't put the chapter name and number here, your filing will only be under “United Daughters of the Confederacy.” This has to be completed online.

If you or someone in your Chapter is not able to complete this, please contact your Division treasurer so that it can be completed