

Instructions for Filing CA199N epostcard

Tax-exempt organizations that normally have annual gross receipts of \$50,000 or less must electronically submit information annually. For more information, see [199N filing requirements](#) on the website below.

Go to this website:

<https://www.ftb.ca.gov/file/business/types/charities-nonprofits/199N.asp>

To submit an e-Postcard, you need:

- **Your California Entity ID number** . It starts with 80 or 81 followed by 5 more numbers. Call me at 916-705-9409 or email me at adk.dianagalvan@gmail.com if you do not have your ID number.
- **Basic information** about your organization.
- A **compatible browser and operating system** . You have that if you were able to get on the website. For security purposes, you have 20 minutes to complete each page. After 20 minutes your session ends and you must start over. The Franchise Tax Board will provide a confirmation number as proof you successfully filed your e-Postcard. Print the confirmation page for your records. Log out and close your browser when you are finished to ensure the highest level of security.

1. **Entity ID is your CA EIN number.**
2. **Entity Name is your Chapter Name and your city**
3. **Account Period beginning should be June 1, 2022**
4. **Account Period ending should be May 31, 2023**

5. **Gross receipts** is “Total Receipts from C 1” , (**From Franchise Tax Board**: Gross receipts are the total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses.)
6. **FEIN** is your Federal EIN number. Do not put in the dash.
7. **Doing business as**: ALPHA DELTA KAPPA
8. **Website address**: www.alphadeltakappa.org
9. **Entity’s Mailing Address**: 1615 West 92nd St, Kansas City, MO 64114
10. **Principal Officer’s Information**: Your Chapter President’s name and address
11. **Contact Information**: Your Chapter Treasurer or person filing the epostcard’s name and phone number
12. **Send a copy, either by mail or email, to the State Treasurer, Diana Galvan by July 31, 2023.**

adk.dianagalvan@gmail.com

Diana Galvan, 2402 Ridgeside Ct., Roseville, CA 95661