

How to file the Federal e-postcard (990-N) Revised 6/17/2023

Note: The IRS revised their program in February 2023. Instructions have been updated to correspond to their revisions.

The 990-N must be filed electronically. There is no paper form.

If the chapter treasurer or president does not have Internet access, the Internet connection at a school, library or the home of another member may be used.

Filing Deadline: The 990-N (e-Postcard) is due **every year** by July 31. Do not try to file before June 1.

BEFORE YOU START, you will need your chapter's Federal EIN number and the address of your chapter president.

How to File the 990-N e-Postcard:

Go to this website: www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard.

1. First, click on **Manage ePostcard Profile (dark blue box below the description - left side of window)**.
 - a. Even if you have an existing profile with login ID and password created last year, you must create a **new** profile this year.
 - b. If you have a need to return to the ePostcard screens after having created your new profile, you would click on the right hand window, *Manage Form 990N Submissions*.
2. Select **Exempt Organization**.
 - a. Click on **Continue**.
3. Enter your **Federal EIN number**.

a. Your Federal EIN number will appear again in the box below, along with the Organization Name, Alpha Delta Kappa Sorority, Inc. and the date.

b. Click on **Create New Filing** *in the blue box at the bottom of the window.*

4. Create New Filing

a. **Select EIN bar** appears. Click on the arrow on the right side of the box. Your EIN number should show up.

b. **Organization Details** is the next section.

c. **Tax year ending** should be **May 31, 2023**.

d. Put **No** in the first box (Has your organization terminated...)

e. Put **Yes** in the second box. (Are your gross receipts normal \$50,000 or less.)

f. The legal name and EIN number will show up in the next boxes.

5. Contact Information

a. The legal name Alpha Delta Kappa will show up in the first box

b. For the **DBA name**, type in **California, your chapter name**, then the word **Chapter** (for example: California Beta Eta Chapter).

c. For the address, use International Headquarters: **1615 West 92nd Street, Kansas City, MO 64114**

d. Type in Headquarters' email address:

headquarters@alphadeltakappa.org

e. **Principal Officer** is the next section.

f. **Type of Name**, select **Person**.

g. Type in the name of your **current chapter president**.

h. Type in her address.

i. Check to make sure all areas are filled out correctly.

j. Click **SAVE**, then click **Submit Filing**, then **OK**.

k. **Print copies before leaving this page. Click PRINT.** Print 2 copies. **The IRS will no longer send a confirmation to me. You must send me a copy of the confirmation.** Keep one copy for your chapter files and send one copy to me in either of two ways: (Note: You do not need to mail a copy to International Headquarters.)

- **Scan it and email** it to me at:
adk.dianagalvan@gmail.com

Or

- **Mail** it to me:

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

If you have questions, you may email me or call me at 916-705-9409.

**REMEMBER: A COPY OF THE CONFIRMATION IS DUE TO ME
BY JULY 31, 2023.**