

# Filing The 990-N

Updated 7/3/2023

USE THIS IF:

Your Gross Revenue is less than \$50,000

You must file by the 15<sup>th</sup> day of the 5<sup>th</sup> month past the end of your fiscal year.

All detachments now end their fiscal year on June 30<sup>th</sup>. Due Date is Nov 15<sup>th</sup>.

You can file as early as 1 July

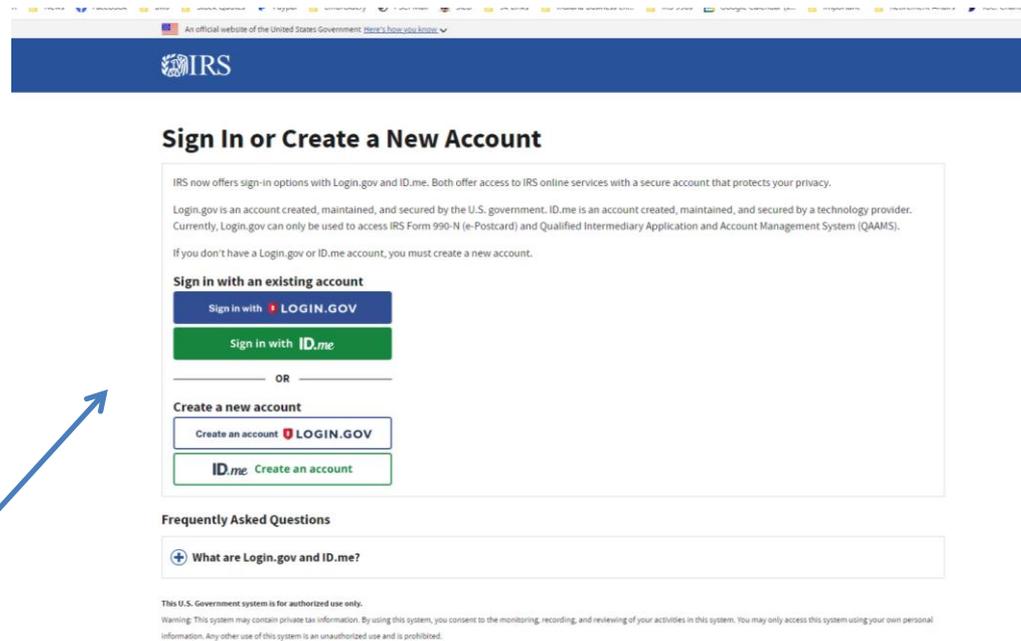
# Navigate to the IRS Website

- [Form 990-N Electronic Filing System \(e-Postcard\).](#)

Click this to open the IRS website, or go to IRS.gov and enter “file 990-N” in the search box.

You will be prompted to use “Login.gov” or “ID.ME”.

Sign in or create a new account if you don't have one. It is based upon your email address.



The screenshot shows the IRS website's sign-in page. At the top, there is a blue header with the IRS logo. Below the header, the main heading reads "Sign In or Create a New Account". The page contains the following text and buttons:

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you don't have a Login.gov or ID.me account, you must create a new account.

**Sign in with an existing account**

Sign in with **LOGIN.GOV**

Sign in with **ID.me**

OR

**Create a new account**

Create an account **LOGIN.GOV**

**ID.me** Create an account

**Frequently Asked Questions**

+ What are Login.gov and ID.me?

This U.S. Government system is for authorized use only.  
Warning: This system may contain private tax information. By using this system, you consent to the monitoring, recording, and reviewing of your activities in this system. You may only access this system using your own personal information. Any other use of this system is an unauthorized use and is prohibited.

# Adding an account

Follow the instructions and create an account. Use your Name. An active email address is required to continue.

A code will be emailed to you to continue the setup process.



## Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

CANCEL

SEND CODE



# Creating/managing a profile

After you create an account, you'll need to login. You'll be taken to this page.

Your first step is to create a profile. Click The “manage E-Postcard Profile”



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

Click on the button below to get started.

[MANAGE FORM 990-N SUBMISSIONS](#)

Application Version Number: 1.2.0

Version Build Date: 2016-06-06 14:13

# Adding your EIN



## 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  -

### Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
35-2046341	MARINE CORPS LEAGUE	07/01/2016	<input type="checkbox"/>

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DELETE EIN

CREATE NEW FILING >

Type in your EIN and click "Add EIN"

You can manage more than one EIN.

After adding your EIN, you can file your 990-N by selecting "Create New Filing"

# Filing the 990

Select the EIN you want to file for from the drop down list.



Select EIN

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

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

(click on the down arrow)

Please select the EIN for which you want to file for

and hit continue

EIN  
--Select EIN--

< MANAGE E-POSTCARD PROFILE

CONTINUE >

If you logged on as an existing customer, click on the “manage 990 form submissions” after logging on. That will bring you to this page.

# Filing the 990

Follow the prompts and update any information necessary from last filing.

The screenshot shows the IRS Form 990-N Organization Details page. The page is titled "Organization Details" and includes a navigation bar with "Home", "Security Profile", and "Logout". Below the navigation bar, there are four tabs: "e-Postcard Profile", "Select EIN", "Organization Details" (which is selected), and "Contact Information", followed by a "Confirmation" tab. The main content area is titled "Electronic Notice-Form 990-N (e-Postcard)" and "Organization Information". It includes a dropdown menu for "For the tax year ending" set to "June 30, 2022". There are two questions with dropdown menus: "Has your organization terminated or gone out of business?" with "No" selected, and "Are your gross receipts normally \$50,000 or less?" with "Yes" selected. Below these are input fields for "Organization's legal name - Line 1" (containing "MARINE CORPS LEAGUE"), "Organization's legal name - Line 2", and "Employer Identification Number (EIN)" (containing "352046341"). At the bottom of the form are three buttons: "PREVIOUS", "CANCEL FILING", and "CONTINUE". The footer of the page includes links for "Support", "Privacy Policy", "Links", "Resolutions and Dis", and "FAQ".

Important! After you submit your filing you will be given an opportunity to print the actual E-Postcard. This is the only chance you have to print it.

# Filing the 990

Follow the prompts and update any information necessary from last filing.



## Contact Information

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



### 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\*

?

State\*

?

Zip Code\*

Important! After you submit your filing you will be given an opportunity to print the actual E-Postcard. This is the only chance you have to print it.

# Filing the 990

Follow the prompts and update any information necessary from last filing.

Important! After you submit your filing you will be given an opportunity to print the actual E-Postcard. This is the only chance you have to print it.

The screenshot shows a web browser window displaying the IRS e-file system's address entry form. The form is titled "Number and Street (or PO Box)" and contains the following fields:

- Number and Street (or PO Box): 1885 FERDINAND FOREST RD
- City or Town\*: FERDINAND
- State\*: IN - Indiana
- Zip Code\*: 47532
- Organization's website address, if applicable: DAVE ENGLERT

Below these fields is a section for the "Principal Officer":

- Type of Name\*: Person
- Person Name\*: Dave C Englert
- Country\*: US - United States

Below the Principal Officer section are the same address fields as above:

- Number and Street (or PO Box)\*: 1885 FERDINAND FOREST RD
- City or Town\*: FERDINAND
- State\*: IN - Indiana
- Zip Code\*: 47532

At the bottom of the form are four buttons: "PREVIOUS", "CANCEL FILING", "SAVE FILING", and "SUBMIT FILING".

At the bottom of the page, there are links for "Support", "Privacy Policy", "Links", "Requirements and Tips", and "FAQ".

# Filing the 990

Follow the prompts and update any information necessary from last filing.

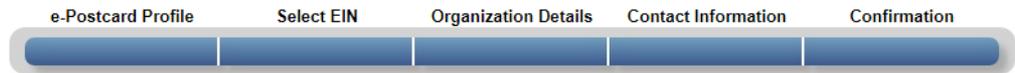
Important! After you submit your filing you will be given an opportunity to print the actual E-Postcard. This is the only chance you have to print it.

Click on Manage Form to continue to next step.



## Confirmation

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



Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MARINE CORPS LEAGUE
- **EIN:** 352108104
- **Tax Year:** 2022
- **Tax Year Start Date:** 07-01-2022
- **Tax Year End Date:** 06-30-2023
- **Submission ID:** 10065520231846801979
- **Filing Status Date:** 07-03-2023
- **Filing Status:** Pending

**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](#)

# Filing the 990

Follow the prompts and update any information necessary from last filing. Most important is “Principle Officer” information.

After you press submit you will see a manage form dialog. After a few minutes you will be able to click on the “Action block” and it will update your status from “submitted” to “accepted”.



## Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
35-2046341	MARINE CORPS LEAGUE	2022	06-30-2023	07-03-2023	Pending	<a href="#">10065520231846802011</a>	<a href="#">Get Updated Status</a>
35-2108104	MARINE CORPS LEAGUE	2022	06-30-2023	07-03-2023	Accepted	<a href="#">10065520231846801979</a>	
47-4085388	MARINE CORPS WEATHER SERVICE REUNION	2022	06-30-2023	07-03-2023	Pending	<a href="#">10065520231846802023</a>	<a href="#">Get Updated Status</a>

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CREATE NEW FILING >

[Support](#) | [Privacy Policy](#) | [Links](#) | [Requirements and Tips](#) | [FAQ](#)

# Filing the 990

Once “accepted”, click on the “Submission ID” to get your confirmation message.”

Manage Form 990-N (e-Postcard) <https://sa.www4.irs.gov/epostcard/secure/990n/forms>



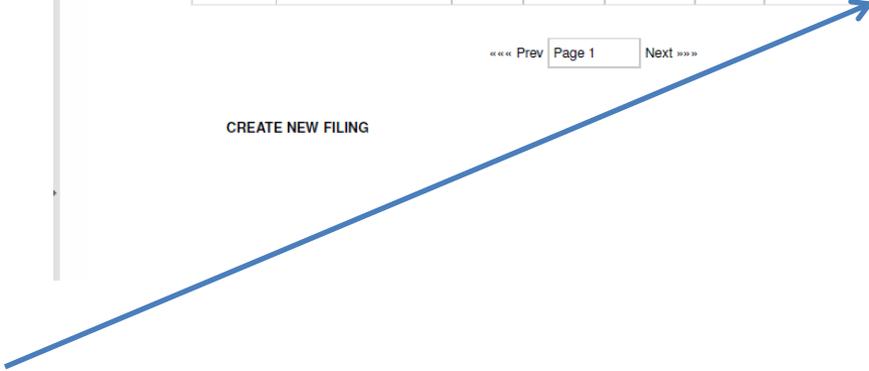
Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
35-2046341	MARINE CORPS LEAGUE	2015	06-30-2016	07-01-2016	Accepted	<a href="#">10065520161830364825</a>	

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CREATE NEW FILING



# Filing the 990

This is your confirmation. You will not receive an email confirmation as in the past. **Print or print to a PDF and submit to the Department Paymaster.**

This completes the process.

Note: Most windows software now has a “print to pdf” function. Select “Print” not “Save” to find this.

e-Postcard Filing Confirmation https://sa.www4.irs.gov/epostcard/secure/990n/status/1

 IRS

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

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MARINE CORPS LEAGUE
- **EIN:** 352046341
- **Tax Year:** 2015
- **Tax Year Start Date:** 07-01-2015
- **Tax Year End Date:** 06-30-2016
- **Submission ID:** 10065520161830364825
- **Filing Status Date:** 07-01-2016
- **Filing Status:** Accepted

[MANAGE FORM 990-N SUBMISSIONS](#)

# REQUIREMENTS

- You must file a 990/990EZ or a 990N annually
- You must forward either page one of your 990/990EZ or the acceptance page of your 990N to national via your paymaster
- Failure to file 3 years, the IRS will automatically revoke your non-profit status.
- Failure to file annually could result in detachment suspension