

You cannot file Form 990-N until after the end our tax year, June 30. We ask that you file between July 1st and August 30th each year. After November 15th you will be unable to file for the previous year.

How to file

Open the electronic filing page at <https://sa.www4.irs.gov/epostcard/>. Select GET STARTED. **EVERYONE IS A FIRST TIME USER THS YEAR.**

Registration: first-time users only (in 2016 this is everyone)

STEP 1

PERSONAL INFORMATION PAGE: Enter your contact information, then select SEND EMAIL CONFIRMATION CODE.

STEP 2

VERIFY IDENTITY PAGE: Enter the confirmation code found in your email, then select CONTINUE. If you don't receive an email, check your spam/junk email folder.

STEP 3A

SECURITY PROFILE PAGE: Choose a USER ID. Ensure that you use only letters, numbers or a hyphen when entering text fields for the User ID.

Then choose a PASSWORD on the Security Profile page. You must use at least one capital letter, one lower case letter, one number and one special character (only the carrot, shift 6, can't be used).

STEP 3B

SECURITY PROFILE PAGE: Choose a SITE PHRASE. This phrase will appear on your login page before you input your password. When you see the phrase your created while logging in, you can be assured you're not on a scam/fake page. You may use spaces within the site phrase.

STEP 3C

SECURITY PROFILE PAGE: Choose a SITE IMAGE. This image will appear on your login page – before you input your password. When you see your selected image while logging in, you can be assured you're not on a scam/fake page.

STEP 3D

SECURITY PROFILE PAGE: Choose four challenge questions. These questions may appear when you logon using a new computer or location. When you have selected and answered four questions, select CONTINUE.

STEP 4

The USER PROFILE SUCCESSFULLY CREATED page will appear. Select CONTINUE.



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STEP 5

YOUR LOGIN HISTORY PAGE: Select CONTINUE on the “Online Services” page.

File Form 990-N

STEP 6

ELECTRONICALLY FILE YOUR FORM 990-N PAGE: Under “e-Postcard Profile,” select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.

STEP 7

E-POSTCARD PROFILE PAGE: From the drop down, select **Exempt Organization** in the “user type” field.

After selecting the user type, select **CONTINUE**.

STEP 8

E-POSTCARD PROFILE PAGE: **Enter the EIN** for your club, then click **ADD EIN**. You may also delete EINs already associated with your profile. Once you enter the EIN the name of the organization should appear as *University of Massachusetts*. Remember, your 4-H club is a subordinate of the University of Massachusetts.

To continue, select **CREATE NEW FILING**.

STEP 9

SELECT EIN PAGE: **Select the EIN** you wish to file for from the drop down menu. Once you have selected the EIN, select **CONTINUE**.

STEP 10

ORGANIZATION DETAILS PAGE: Complete the requested information. If you don’t understand the request, click the question mark icon for an explanation. The tax period ends June 30, 2016. Say “yes” to your gross receipts normally \$50,000 or less. If club receipts are larger than \$50,000 you can’t file the 990-N. The organization’s legal name should appear here (line 1) as the University of Massachusetts. Leave line 2, legal name blank. When you have completed each line, select **CONTINUE**.

STEP 11

Complete the CONTACT INFORMATION page. If you don’t understand the request, click the question mark icon for an explanation. **Enter the name of your club under organization, DBA name.** Make sure you enter your club name using the **exact name that you used when applying for your club’s EIN!** Enter leader’s name and address under primary officer. When you have completed each line, select one of the following:

- **SAVE FILING** button: Select this if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING** button: Select this when you are sure all required information has been input.

NOTE WHEN REGISTERING OR FILING: Text fields cannot exceed 35 characters and must only contain numbers, letters or hyphen characters. Periods, slash, etc. will not be accepted.

STEP 12

CONFIRMATION PAGE: The “Filing Status” field will display as PENDING.

Click on the word PRINT in the bottom paragraph to print a copy for your records. Once you leave the page, you won’t be able to print this filing.

Click SAVE FILING, click SUBMIT FILING. Select the MANAGE FORM 990-N SUBMISSIONS to view or submit additional filings.

Manage Form 990-N submissions

STEP 13

MANAGE FORM 990-N SUBMISSION PAGE: Your submission will show the status of PENDING.

- After seven minutes, refresh the page (F5 key). The GET UPDATED STATUS button should be visible.
- Select GET UPDATED STATUS to see if your submission was accepted or rejected.
- If your submission was rejected, select the submission ID hyperlink for additional details.

Technical assistance

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all of the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number). Take the following steps to prevent problems during the registration and filing processes:

- **Review the instructions given in this document.**
- **Close multiple browsers when registering.**
- **Do not use a smart phone to register or file your Form 990-N.**
- **Use correct text characters when registering and filing.**
Ensure that you use only letters, numbers or a hyphen when entering text fields. When choosing a **password** on the Security Profile page, ensure you only use only letters, numbers, !, or #.
- **Check your spam/junk email folders.**
When registering or requesting a user-identification reminder, check your junk/spam email folders for a response. The email may have been filtered out by your email program.
- **If you receive a “Registration Error, Unauthorized Access” warning when you hit the SEND button while registering,** ensure that you are not using a computer on a shared network. Please try to register on a non-networked computer.
- **If the suggestions above don’t resolve the issue,** sign out of the filing system (if logged in), **close all programs and shut down your computer.**
Wait a minute, restart your computer and try again. This step is required before calling the Customer Account Services line (877-829-5500) for technical help.