ALL DISTRICT 17-A LIONS CLUBS

At the Cabinet Meeting held this past Saturday, August 27, 2016 there was discussion about how each of our clubs need to go about filing their 990N (epostcard).  This filing is required to made by the 15th of the 5th month following the close of their fiscal year.  The process has changed drastically and I volunteered to send out information as to how to get started as many clubs indicated they were having problems.  Forget everything you did previously.

First you must go to IRS.gov.  Click on the filing block under IRS.

Click on Charities & Non-Profits on the left side of page.

Click on Annual Electronic Filing Requirement for Small Exempt Organizations - Form 990-N

Under How to file:

Click blue Form 990-N Electronic Filing System (e-postcard)

That send you to a screen where you will start the process of registering

Click Get Started under  FIRST TIME USERS  (You are not a returning user under this process yet)

Enter your information as requested i.e. First Name, Last Name and email Address

Click send code

The IRS will send you a numeric code to use at the next screen.  The code is only good for 15 minutes

Enter the code using numbers only as the dash will appear automatically

The next screen asks you to create a Username and Password.  Be sure to read the rules for each line

Keep scrolling down and answer all the question i.e. Choose a Site Phrase, Choose a Site Image, and the 4 challenge questions

Click continue

You should now be able to complete the process and whenever you want to get back in and see your Club information you will be a Returning User.

Be sure to keep all the information you entered for future use.

I have also attached an article from the LCI website explaining lots of information about tax issues and regulations that should be of interest to all clubs.

Good Luck and I hope this will help in getting your report filed.

Harry Malnicof, District 17-A Treasurer