Annual Filing of IRS e-Postcard 990N

For Anytown Lions Club

1. **Must be filed online NLT November 15th annually!!!!! Once registered, annual completion should take less than 5 minutes to complete. Do not ignore this. If you fail to file the report three years in a row, it can cost you hundreds of dollars in penalties and a lot of paperwork to recover.**

**2. See PowerPoint slides for step-by-step instructions. Slides are accurate as of the 2017 filing.**

3. Our EIN is 23-XXXXXXXX.

4. Username is ????????????.

5. Log in picture is a camera.

6. Password is ????????????????.

7. D(oing) B(usiness) A(s) Anytown Lions Club.

8. After submission, remember to print the submission form before exiting. If you forget, you can’t go back in and do it. The year shown on the Electronic Notice that you print at the end of the submission is the previous year since the current Lion Year being reported started on June 1st of the previous year. For example, you report after July 1, 2018 for the Lions Year that runs from July 1, 2017 – June 30, 2018. The Lions Year started in 2017, so 2107 shows up as the report year.

9. There might be security questions asked in case of a hiccup logging in. As of September 2018, the security questions are:

a. Year father born: .

b. School mascot: .

c. Year living at age 16: .

d. Year mother born: .

e. Maternal Grandfather name: .

f. 1st grade teacher name: .