Annual IRS E-file 990

It is time for your Grange to file the annual E-file 990 form for the IRS. This must be filed online - there is no paper option and if it doesn't like an answer the system tosses you out and you have to start over. *We suggest that you read through the directions before starting as some items have to be completed within a certain time frame.*

This is a Free report. You should never have to pay for it. Make sure you are on a .gov website.

1. Enter 990-N or ePostcard into Google or other search engine to find the form or find the link to it on the OSG website near the bottom of the home page. www.orgrange.org

   The address for Form 990-N webpage if you want to type it in is: https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard

2. Select Form 990-N Electric Filing System (e-Postcard) – *the fifth section down*

3. Once there, click on [Form 990-N Electronic Filing System](#) under Ready to file. If you use the link on the OSG website you are ready to go on.

First time users - or those who have lost their passwords, etc continue here. Returning users move on to top of page 3.

4. Click GET STARTED under first time users

5. Fill in your name and email address and click SEND CODE
   Use your personal name here, not your Grange name and number

6. Check your email box for the confirmation code.
   - When email is received you have 15 minutes to use the number.
   - Enter the code in the box and click CONTINUE.

Create Your Grange Profile

1. Create a Username
   - Enter a Username of your choice.
   - The Username cannot be an email address, SSN, or contain a space, or a special character (!@#$%^&*).
   - Example: Harney-Pomona.
   - **Write it down as you will need it next year.**

2. Create a Password
   - Enter Password of your choice
     i. Password Rules:
     ii. Between 8 and 20 characters long.
     iii. Must contain at least one numeric and one special character (!@#$%^&*).

iv. Must contain at least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.
- Example: Harney#38.
- **<u>Write it down as you will need it next year.</u>**

3. Choose a Site Phrase
- Create a phrase that you will recognize when you login.
- Example: We are located in Burns.
- Must be no more than 50 characters long.
- **<u>Write it down as you will need it next year.</u>**

4. Choose a Site Image
- Click on <u>Choose Your Site Image.</u>
- Select an image that you will recognize when you login.
- There are several to choose from.
- **<u>Write it down as you will need it next year.</u>**

5. **Challenge Questions**
- Click the arrow box at the end of each line to display possible questions
- Select a question, and then provide the answer.
   i. Answer Rules:
      - The same answer cannot be used more than once.
      - The answer cannot be a word or number that is part of the secret question.
- You must select and answer all 4 questions
- **<u>As with everything else, write it down as you may need information next year.</u>**

6. Click CONTINUE when done.
- You will get a message that your profile was completed successfully
- Click CONTINUE.

You are now on the **Electronically file your Form 990-N (e-Postcard)** page

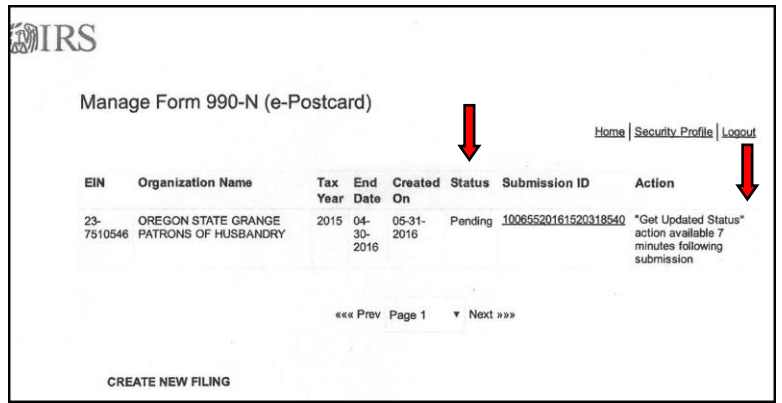Next you will create your Grange's e-Postcard Profile

1. Click Manage E-postcard profile.
   a. Select <u>Exempt Organization</u>, and then click CONTINUE.
   b. Enter your Grange's EIN *(Tax ID #)*
      i. You can find this in the 2020 OSG Roster next to your Grange Name on the page where your officers are listed.
      ii. Enter the first 2 digits in the first box and the rest in the second box
      iii. Click ADD EIN
         - *You can add several numbers so if you file for both your Subordinate/Community Grange and your Pomona Grange enter both numbers.*

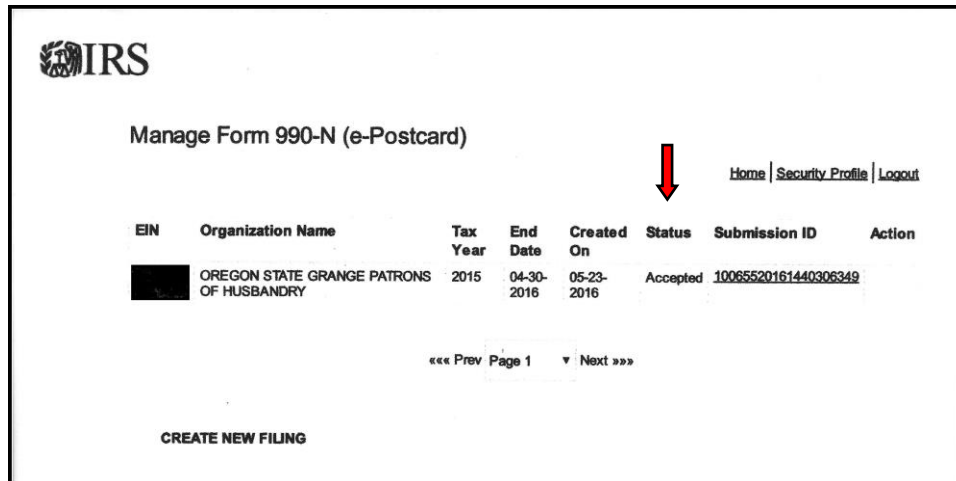# Continue under returning filers, top of page 3 - #2

Returning Filers continue here

2. Select Create NEW FILING.

3. On the next page select the EIN for which you want to file.
   It will show your EIN number and the State Grange name.

4. Click CONTINUE.

5. Organization Information
   - Select tax year ending date (April 30, of the current year for most Granges)
   - Has your organization terminated or gone out of business?
     o Select NO from drop-down list.
   - Are your gross receipts normally $50,000 or less?
     o Select YES from drop-down list.
   - Legal Name line one should say
     o OREGON STATE GRANGE PATRONS OF
   - Legal Name line two should say
     o HUSBANDRY
   - Your EIN number should appear in the next box.

6. Then click CONTINUE

7. You will be asked several questions about your Grange. Answer those and click submit filing.
   - Your DBA *(Doing Business As)* is the name of your Grange and number.
   - Then enter your Grange mailing address (usually the Secretary's or a PO Box). Your Principal Officer is usually your President.
   - If at all possible, use two different officers with different addresses or one the Grange PO Box address and an officer's address.

8. Click SAVE FILING. It will return you to the top of the page.
   - Scroll down the page making sure everything is correct.
   - If you make any changes click **Save Filing** again.
   - Once you are satisfied that it is correct and has been saved

9. Click SUBMIT FILING.

The IRS will not be sending you an email stating that your ePostcard has been accepted. Instead, you will need to wait at least 7 minutes or log back in at some future time. Select Manage Form 990-N Submission. To see if your filing has been accepted or rejected click on the **"Get Updated Status."** *Right is a sample of what you should see.* If it has been accepted the pending will change to Accepted once you click. *Right is a sample of what you should see.*

IRS

Manage Form 990-N (e-Postcard)

Home | Security Profile | Logout

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
23-7510546	OREGON STATE GRANGE PATRONS OF HUSBANDRY	2015	04-30-2016	05-31-2016	Pending	10065520161520318540	"Get Updated Status" action available 7 minutes following submission

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CREATE NEW FILING

Please print out the page showing that your filing has been **Accepted**. Put one in your Grange records and send one to the Oregon State Grange, via e-mail or by letter, to be kept in your records at the office. *Below is a sample of what you should see.*

IRS

Manage Form 990-N (e-Postcard)

Home | Security Profile | Logout

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
▮	OREGON STATE GRANGE PATRONS OF HUSBANDRY	2015	04-30-2016	05-23-2016	Accepted	10065520161440306349	

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CREATE NEW FILING

If you have any difficulties, please contact Suzy Ramm at the Oregon State Grange Office. 503-316-0106 or e-mail at office@orgrange.org