

## 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 IRS 990-n filing login into Google or other search engine, Click on Annual Electronic Filing requirements for Small Exempt Organizations

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

Scroll down the page until you come to the blue box and click on it.

**Submit Form 990-n (e-Postcard)**

If you have an IRS account sign in with your login.

2. **If you don't have an IRS account, Click on - Create an account.** The IRS requires a Login.gov or an ID.me account to submit Form 990-N. Form 990-N filers should use the same email address associated with their IRS account.
3. Once there, add your email address and create yourself a password. The one you previously used can be used again. Write this down as you will need it later.

Review the IRS Form 990-N Electronic Filing System (e-Postcard) User GuidePDF for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

Rules of Use

Check box to accept.

4. Return to your open window which has now updated to Choose an MFA option. Yes, you have to select one. Most people will choose Text message or phone call. Enter your phone number then click on continue
5. Enter the code you receive then click the continue button.
6. Your account is now created. You can then close out.
7. Then continue on next page

You are now ready to file your **Electronically file your Form 990-N (e-Postcard)**

Go to the above website and sign in with your ID

If you have never created your Grange's e-Postcard Profile

1. Click Manage E-postcard profile.
  - a. Select Exempt Organization, and then click CONTINUE.
  - b. Enter your Grange's EIN (*Tax ID #*)
    - i. You can find this in the 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.*

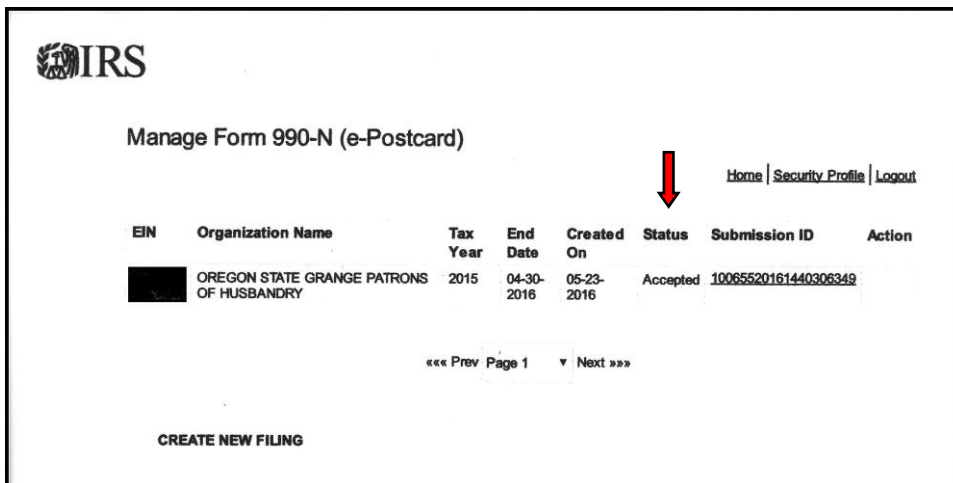
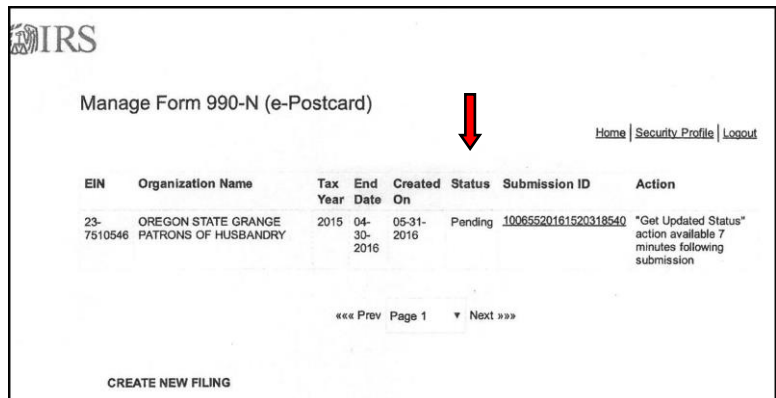
## **If you have previously created your Grange's e-Postcard profile Click on Manage Form 990-N Submissions**

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?
    - Select NO from drop-down list.
  - Are your gross receipts normally \$50,000 or less?
    - Select YES from drop-down list.
  - Legal Name line one should say
    - OREGON STATE GRANGE PATRONS OF
  - Legal Name line two should say
    - 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 then 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/Master. Do not use any punctuation.
  - 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 some times as long as 10 minutesbut do not close your window. *(Move your mouse every so often so it knows you are still there)* 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 before clicking.*



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, or with your Second Quarter report to be kept in your records at the office. *Left is a sample of what you should see after clicking and being accepted.*

This document can only be filed online and must be filed each year. It is the responsibility of each Grange to file this form. Some Grange member or member of your family will be comfortable with this online process. Please make the effort as our office can get overwhelmed with requests for help. If you have questions or have difficulty after trying this process, please contact the Oregon State Grange Office for help. 503-316-0106