

INSTRUCTIONS FOR FILING
IRS FORM 990-N (e-POSTCARD)

General Information

- All chapters of all states of the Delta Kappa Gamma Society International must file the e-postcard for three consecutive years. Otherwise, the tax-exempt status of the Delta Kappa Gamma Society International will be revoked.
- The e-Postcard can ONLY be filed on-line and must be filed between July 1, 2008 and November 15, 2008.
- If you do not have access to the internet or are uncomfortable filing, ask for the help of someone in your chapter who could help you using these instructions.
- Contact Sandi Causey, State Finance Chairman, at 512-892-0433 who can talk you through the process over the phone.
- Do not ignore the notice
- If you are able to file successfully, you will be able to print a receipt which you should send to Betty Vines, Executive Secretary/Treasurer, P.O. Box 797787, Dallas, Tx. 75379-7787.
- The tax year listed on your form should be July 1, 2007 – June 30, 2008. If it isn't do not file the form and send an e-mail to Phyllis Hickey, International Headquarters Business Services Administrator, at phyllish@deltakappagamma.org letting her know the tax year is wrong for your chapter and provide the following information:

Chapter name, name and address of chapter treasurer
who served from July 1, 2007- June 30, 2008 and the
chapter's taxpayer identification number (74-???)

Phyllis will contact IRS for you to get the tax year date corrected.

Copy Sandi Causey on the e-mail at magnificentmom@sbcglobal.net

Information to gather before you start

1. Employer Identification Number (EIN)

This is the Taxpayer Identification Number found at the top right hand corner of the IRS letter or at the top of your Form 18. Each chapter has its own EIN number.

2. Tax Year – The tax year is July 1, 200_ – June 30, 200_. If your tax year is listed as January 1, 200_ – December 31, 200_ do not file the postcard. Contact Sandi Causey, State Finance Chairman, at 512-892-0433

3. Legal Name:

This can be found at the top left of the IRS notice and reads “Delta Kappa Gamma Society, TX_____ Chapter”

- ### 4. Any other names the organization uses – often referred to as a “DBA”. This is not applicable to Delta Kappa Gamma. On the postcard you should enter none or no beside this question.
- ### 5. Name and address of principal officer: This is the name and address of the Chapter Treasurer
- ### 6. Web site address if the organization has one. The treasurer can use her e-mail address or leave it blank
- ### 7. Confirmation that the organization’s gross receipts are \$25,000 or less. For all chapters this will be “YES”. No chapter will have yearly gross receipts of more than \$25,000.

Step 1: Register as a user, create a log-in ID and password

1. Go to <http://www.irs.gov/eo>
2. In the “How to File” box click “here” to file the e-postcard.
3. This will send you to a page advising that you are leaving the IRS site. Click on the “Leave the IRS site” box
4. Click on “Register as a New User”
You will be asked to enter your EIN or Taxpayer Identification Number and click “submit”
5. “Request Login ID” is the next screen.
Fill in your selected password
Verify the selected password
Fill in your first name, last name
Fill in your e-mail address and verify it
Fill in your daytime phone
Click “Next” at the bottom
6. “Request Login ID – Success” is the next screen
You will be told to locate the e-mail sent to you with a link to click on to activate your login ID and create your e-postcard

Before you leave this screen be sure to make note of your Login ID which will be your taxpayer ID number with two numbers added – usually an “01”
7. The link you click on will bring you to a screen where you select “Create you Form 990-N postcard”

Step 2: Creating your Form 990-N (e-Postcard)

1. If your e-mail link did not bring you to the page where Step 2 is “Creating your form 990-N (e-Postcard)” you can get there by entering the <http://www.irs.gov/eo> and clicking on “here” in the How to File box.
2. Click on Step 2 “Creating your Form 990-N (e-Postcard)”

3. You will be asked to enter your Login ID and password as created above.
4. Then you will be taken to the Form 990-N (e-postcard)

Completing the Form 990-N

You will be asked questions A through F as follows:

- A. Tax year period – This is filled in for you and cannot be changed. If it is other than a July 1, 2007 through June 30 2008 period, follow the instructions given under “General Information” above.
- B. Has your organization terminated or gone out of business - Answer “no”

Are your gross receipts normally \$25,000 or less? – Answer “yes”
- C. Organizations’ s legal name – This is filled in for you and can not be changed.
- D. Employer Identification Number (EIN) – At the top right hand corner of the IRS notice or at the top of your Form 18.

You will then click on “Next Page”

The organization’s legal name is filled in for you again then it Will ask if your organization has a DBA. We don’t-leave blank
The organization’s mailing address – Enter the Chapter Treasurer’s mailing address

- E. Organization’s Website address, if applicable – leave blank or put in e-mail of chapter treasurer
- F. Principal Officer: Select “person” and put in the name and of the Chapter Treasurer

Step 3 – Submit your Form 990-N (e-Postcard)

You now can select “Submit Filing to IRS” if you have completed all information and the filing year is correct.

Or you can select “Save Changes” if you were missing information or the filing year was incorrect.

Or you can select “Previous Page” if you want to review what you have done.

Be sure to print your form and keep it in your Treasurer’s file.

Contact Sandi Causey, Finance Chairman, at magnificentmom@sbcglobal.net or 512-892-0433 when you have completed your filing.