

990N – Filing Process

Go to: irs.gov/charities-non-profit (website)

Scroll down to:

[Charities and Nonprofits | Internal Revenue Service](#)

Go to Annual Filing and Forms

- [990-series forms and schedules](#)

[Form 990-N](#) – Click on it

Submit Form 990N (E-Postcard)

Sign in with ID.me (Create a new account)

Or if you have an account enter it

- Email address
- Password

You will receive a code by phone (text) or call me – Continue/Enter

Put your six (6) code number in the area - Enter

Go to Manage E-Postcard Profile

List of EIN -Enter - Create New Filing

Select EIN - Enter

Answer all questions

Fill out Form

Save and Print

Submit the Filing