



# VFW Auxiliary

## 990-N ePostcard



- ▣ To file a 990-N ePostcard
  - Register with the [epostcard.form990.org](http://epostcard.form990.org) website
  - Respond to the activation email sent during the registration process
  - Complete and submit the 990-N ePostcard for an exempt organization
- ▣ Go to the website <http://epostcard.form990.org>
- ▣ Register as a new user



# VFW Auxiliary

## 990-N ePostcard

- Due within 4 ½ months after the end of the organization's fiscal year
  - Section 919 of Bylaws the Fiscal Year End is June 30<sup>th</sup>
  - 990-N ePostcard is due by November 15<sup>th</sup> each year
  
- Information needed to complete the 990-N ePostcard:
  - Your organization's legal name
  - Any other names your organization uses to do business (DBA name)
  - Your organization's mailing address
  - Your organization's Employer Identification Number (EIN)
  - Your organization's name and address of principal officer (Treasurer)
  - Your organization's annual tax year (7/1 – 6/30)
  - Able to answer the following questions:
    - Are the gross receipts normally \$50,000 or less?
    - Has the organization terminated or gone out of business?





# VFW Auxiliary

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://epostcard.fcrn990.org/>. The website header includes the Urban Institute logo and the text "e-Postcard file your electronic IRS Form 990-N". Navigation links for Home, Support, Links, and Log In are present. The main content area is titled "e-Postcard: file your electronic IRS Form 990-N" and contains the following instructions:

**File your electronic Form 990-N (e-Postcard).**  
Click [here](#) for more information on who must file Form 990-N (e-Postcard)

**STEP 1: [Register as a New User](#)**  
To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, go to Step 2.

**STEP 2: [Create your Form 990-N \(e-Postcard\)](#)**  
Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

**STEP 3: [Submit your Form 990-N \(e-Postcard\)](#)**  
Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

[Requirements and tips](#) for using this website.

Questions or problems regarding this web site should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Last modified: December 13, 2007.

A "Quick Menu" sidebar on the right contains the following links: [Register as a New User](#), [Update User Record](#), [Create New e-Postcard](#), [Edit/View Existing e-Postcard](#), [Technical Support](#), [Frequently Asked Questions](#), and [Privacy Policy](#).



# VFW Auxiliary

Request Login ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://epostcard.form990.org/frmNPRrequestLogin1Type.asp> Go Links

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

### Request Login ID

**Please select Exempt Org or Preparer:** (for a definition of the two login ID types, return to the previous page.)

Login ID Type:

Organization EIN:  -

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Last modified: December 13, 2007.

Done Internet



# VFW Auxiliary

Request Login ID - Microsoft Internet Explorer

Address: <http://epostcard.fom990.org/fom990RequestLoginInfo.asp>

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

### Request Login ID

Please enter the following information and then click the 'Next' button (All fields are required.)

Login ID Type: **Exempt Organization**  
Login ID: **11900002501**  
Organization Name: **SUPPORTING ORGANIZATION INC**

Password:  NOTE: Password must be between 6 and 15 characters and is case sensitive.  
**Verify** Password:

First Name:   
Last Name:   
Email Address:   
**Verify** Email Address:   
Daytime Phone:

<< Back   Next >>

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Done Internet



# VFW Auxiliary

Request Login ID - Success - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://epostcard.fom990.org/fmNPRRequestLogin3Success.asp> Go Links >>

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

**Request Login ID - Success**

The following login ID was successfully created:

**Login ID:** 11900002501  
**Name:** Penn Oak  
**Email:** testuser25@urbantest.com  
**Organization:** SUPPORTING ORGANIZATION INC

**Activating Your Login ID.**

You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

**IMPORTANT:** If the email account above has a spam filter, please ensure that the filter allows emails from [epostcard@urban.org](mailto:epostcard@urban.org).

Close your browser now and activate your login ID through the link in the activation email.

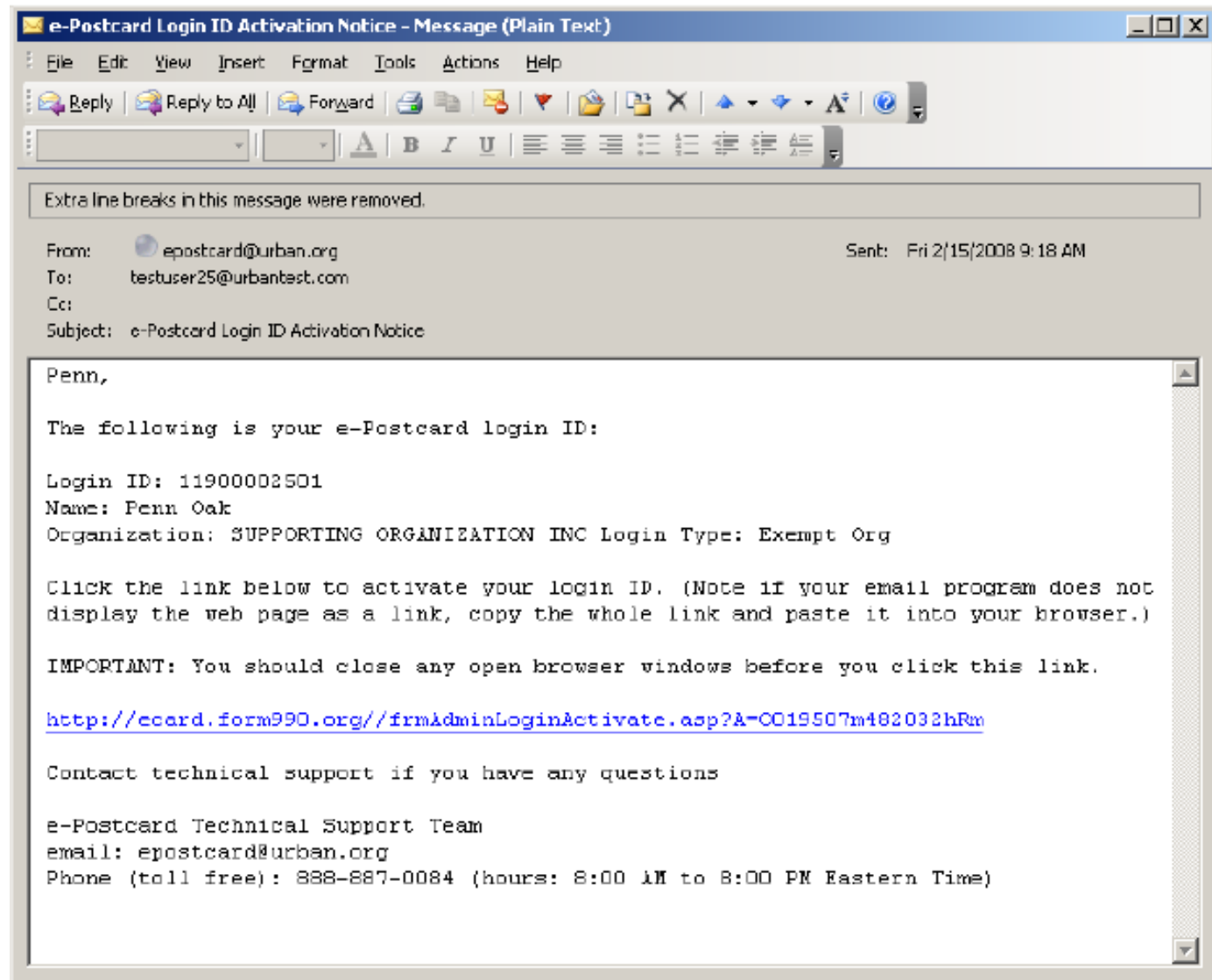
---

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Last modified: December 13, 2007.

Done Internet



# VFW Auxiliary





# VFW Auxiliary

Activate Login ID - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://epostcard.form990.org/fmAdminLoginActivate.asp?A=0000101m465842g3m> Go Links

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

### Activate Login ID

If the information below is correct, enter your password and click the *Next* button. If the information is **not** correct, contact [Tech Support](#).

---

**User Name:** Penn Oak  
**Login ID:** 11900002501  
**Login Type:** Exempt Org  
**Org Name:** SUPPORTING ORGANIZATION INC

---

**Password:**

**Note: Your password is case sensitive.**

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Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
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Last modified: December 13, 2007.

Done Internet



# VFW Auxiliary

Activate Login ID (Success) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://epostcard.form990.org/frmAdminLoginActivateSuccess.asp> Go Links

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

**Activate Login ID (Success)**

**Congratulations, your login ID has been activated.**

**Login Information:**

Login ID:	11900002501
Password:	Form990
Name:	Penn Oak
Organization:	SUPPORTING ORGANIZATION INC
Email:	testuser25@urbantest1.com

*If you choose to print this page, please make sure that you keep it in a secure location that cannot be accessed by others.*

Create your Form 990-N (e-Postcard) Now

Return to Home Page

Questions or problems regarding this web site should be directed to [Tech Support](#)  
Concerned about your privacy? Please view our [privacy](#) policy.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.  
Last modified: December 13, 2007.

Done Internet



# VFW Auxiliary

Form 990-N (e-Postcard) Online - Organization Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://epostcard.form990.org/DEntry/Form990NCreate.asp> Go Links

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

[Form 990-N Home](#) [Control Panel](#) [Log Out](#)

**Electronic Notice - Form 990-N (e-Postcard)  
Organization Information**

Enter the EIN of the organization for which you want to create a filing  -

Questions or problems regarding this website should be directed to [Tech Support](#).  
Concerned about your privacy? Please view our [Privacy](#) Policy.  
Website last modified on: October 23<sup>rd</sup>, 2007.  
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox 1.0+ with a screen resolution of 1024 X 768.  
You are currently using Microsoft Internet Explorer 6 in 1680 X 1050 resolution.

Done Internet



# VFW Auxiliary

Form 990-N (e-Postcard) Online - Organization Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <http://epostcard.form990.org/DEntry/Form990NCreate.asp> Go Links

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

[Form 990-N Home](#) [Control Panel](#) [Log Out](#)

**Electronic Notice - Form 990-N (e-Postcard)  
Organization Information**

A For the tax year period beginning  and ending

B Has your organization terminated or gone out of business?  
Are your gross receipts normally \$25,000 or less?

C Organization's legal name - Line 1  
Organization's legal name - Line 2

D Employer identification number (EIN)

LOCAL CHAPTER  
  
 11-9000026

Click the image next to any field for help/instructions.



# VFW Auxiliary

Electronic Notice - Form 990-N (e-Postcard)  
Organization Address and Principal Officer Information

Save Changes before jumping to another page.

**C** Organization's legal name: DEPARTMENT OF [REDACTED]

**D** If your organization conducts business using another name (dba), enter other name:

DBA name [REDACTED]

DBA name - continued [REDACTED]

**E** In-Care of Name [REDACTED]

**E** Organization's mailing address:

Country [United States]

Number and street (or PO Box) - Line 1 [REDACTED]

Number and street (or PO Box) - Line 2 [REDACTED]

City or town [REDACTED]

State [REDACTED]

Zip code [REDACTED]

**E** Organization's website address, if applicable [REDACTED]

**F** Principal Officer:

Type of name [Person]

Person Name [REDACTED]

Country [United States]

Number and street (or PO Box) - Line 1 [REDACTED]

Number and street (or PO Box) - Line 2 [REDACTED]

City or town [REDACTED]

State [REDACTED]

Zip code [REDACTED]

Previous Page Save Changes Submit Filing to IRS



# VFW Auxiliary



**e-Postcard**  
file your electronic IRS Form 990

[Home](#) [Support](#) [Links](#) [Log Out](#)

**Form 990-N (e-Postcard) Submitted**

DEPARTMENT OF [REDACTED]  
[REDACTED]

2008 IRS Form 990-N (e-Postcard)  
7/1/2008 - 6/30/2009

**Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS.**

Once the IRS receives and processes your e-Postcard (usually within 30 minutes), you will receive an email indicating whether your e-Postcard was accepted or rejected. If accepted, you are done for the year. If rejected, the e-filing receipt email will contain instructions on how to correct the problem.

[Log out](#)

[Go To Filing Status Page](#)

Questions or problems regarding this web site should be directed to [Tech Support](#)

Concerned about your privacy? Please view our [privacy policy](#).

This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.

Last modified: October 14, 2009.



# VFW Auxiliary

**Urban Institute** **e-Postcard**  
file your electronic IRS Form 990-N

Home Support Links Log Out

### Check Filing Status

DEPARTMENT OF [REDACTED]  
2008 IRS Form 990-N (e-Postcard)  
7/1/2008 - 6/30/2009

Links  
[Control Panel](#)

View e-Postcard Image  
[View Form 990-N \(e-Postcard\)](#)

**Current Status:** **Pending**  
The e-Postcard is being transmitted to the IRS.

**Next Step:** Your Form 990-N (e-Postcard) is being transmitted to the IRS. Once the IRS processes your e-Postcard, we will send you an e-filing receipt via email telling you whether the e-Postcard was accepted or rejected. If rejected, the email will tell you why it was rejected and how to correct the problem.

### Delivery Status

No.	Filing	Delivery	Status	Postmark
1	Form 990-N	E-file	Transmitting to the IRS	4/23/2010 3:12:06 PM

Questions or problems regarding this web site should be directed to [Tech Support](#).

Concerned about your privacy? Please view our [privacy](#) policy.

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Last modified: October 14, 2009.



# VFW Auxiliary

Form **990-N**  
Department of the Treasury  
Internal Revenue Service

**Electronic Notice (e-Postcard)**  
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-0048

**2008**

Open to Public Inspection

**A** For the 2008 calendar year, or tax year beginning 7/1/2008, and ending 6/30/2009

**B** Check if applicable:

- Terminated, Out of Business
- Gross receipts are normally \$25,000 or less

**C** Name of organization: DEPARTMENT OF

d/b/a: George [REDACTED] Auxiliary to VFW Post [REDACTED]

**D** Employer Identification Number

[REDACTED]

**E** Website:

**F** Name of Principal Officer

[REDACTED]

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average time is 15 minutes.

**Note:** This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



# VFW Auxiliary

## 990-N ePostcard Issues

### ☐ Tax year is incorrect

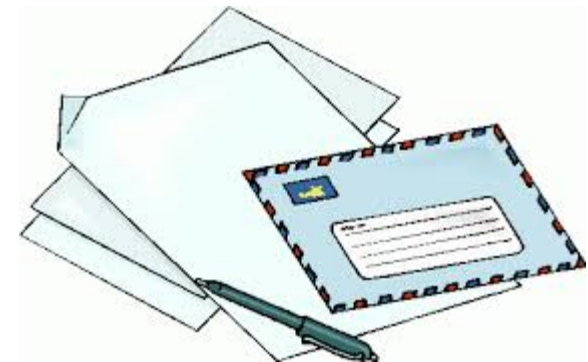
- Send letter to IRS requesting to change tax year

Internal Revenue Service

Attn: EO Entity

MS 6273

Ogden, UT 84201





## VETERANS OF FOREIGN WARS AUXILIARY

July 19, 20XX

Internal Revenue Service  
Attn: EO Entity  
MS 6273  
Ogden, UT 84201

To Whom It May Concern:

I would like to update the information for my organization's tax year. My organization's name is Veterans of Foreign Wars of the United States Auxiliary to [Name of Post] Post No. XXXXX. The Employer Identification Number for this organization is XX-XXXXXXX. The address for this organization is [Mailing address for your organization]. The tax year end currently on file with the Internal Revenue Service is December 31<sup>st</sup>. The correct tax year end for this organization is June 30<sup>th</sup>. I appreciate your assistance with this matter. If you have any questions, you may reach my phone at XXX-XXX-XXXX or by mail at our organizations address listed above. We appreciate your assistance with this matter.

Regards,  
Kimberly Jackson  
Principal Officer, VFW of the United States Auxiliary to [Name of Post] Post No. XXXXX



# VETERANS OF FOREIGN WARS AUXILIARY

July 19, 20XX

Internal Revenue Service  
Attn: EO Entity  
MS 6273  
Ogden, UT 84201

To Whom It May Concern:

I would like to update the information for my organization's tax year. My organization's name is Veterans of Foreign Wars of the United States Auxiliary to [Name of Post] Post No. XXXXX. The Employer Identification Number for this organization is XX-XXXXXXX. The address for this organization is [Mailing address for your organization]. The tax year end currently on file with the Internal Revenue Service is December 31<sup>st</sup>. The correct tax year end for this organization is June 30<sup>th</sup>. I appreciate your assistance with this matter. If you have any questions, you may reach my phone at XXX-XXX-XXXX or by mail at our organizations address listed above. We appreciate your assistance with this matter.

Regards,  
Kimberly Jackson  
Principal Officer, VFW of the United States Auxiliary to [Name of Post] Post No. XXXXX

UNWAVERING SUPPORT FOR UNCOMMON HEROES™



# VFW Auxiliary

## 990-N ePostcard Issues

- ▣ Has the 990-N ePostcard been filed in past?
  - Look on IRS website for **Exempt Organization Select Check** at <http://apps.irs.gov/app/eos>



**Exempt Organizations Select Check**

[Exempt Organizations Select Check Home](#)

Click on one of the buttons below to search for:

1. Organizations eligible to receive tax-deductible charitable contributions (Pub. 78 data),
2. Organizations whose federal tax exemption was automatically revoked for not filing a Form 990-series return or notice for three consecutive years, or
3. Form 990-N (e-Postcard) filers and filings.

Limit search to organizations that (select only one):

- [Are eligible to receive tax-deductible charitable contributions](#)  [Were automatically revoked](#)  [Have filed Form 990-N \(e-Postcard\)](#)

**Note:** To search for other information on the IRS website, please use the site search located on the top right of your screen.



# VFW Auxiliary

## 990-N ePostcard Issues

### ☐ Forgot 990-N ePostcard Password

Urban Institute

e-Postcard  
file your electronic IRS Form 990-N

Home Support Links Log In **Login**

**NOTICE:** If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard may be filed for a fee through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

You have requested an option that requires you to login.

Please enter your login ID and password:

Login ID

Password

*NOTE: Your password is case sensitive*

Log In Cancel

If you do not remember your login ID: For tax exempt organizations, your login ID starts with the EIN of your organization (without the dash/hyphen) plus two digits. The two digits are placed at the end of the EIN and are 01 for the first person who prepares the organization's 990-N (e-postcard). That login ID does not change until a new person takes over preparing the Form 990-N. The new person would obtain their own login ID - which will end with 02. So for EIN 55-5555555, the first login ID would be 5555555501. The Login ID for the second person who prepares the Form 990-N would be 5555555502. The Login ID for the person after that would be 5555555503 and so on. **If the same person prepares the Form 990-N each year, their login ID does not change from year to year.**

If you know your login ID, but forgot your password, enter your login ID above and click the 'Email Password' button. The system will send your password to the email address we have on file for you.

I forgot my password, please email it to me.

If you do not have a login ID and password, please click the *Request Login ID* button