

EIN & E-POSTCARD INFORMATION

How to Apply for an Employer Identification Number (EIN) Electronically

1. Go to <https://sa1.www4.irs.gov/modiein/individual/index.jsp>
2. Click on “Begin Application” tab
3. Select “View Additional Types” and click the “Continue” tab
4. Select “Social or Savings Club” type and click the “Continue” tab
5. Enter chapter officer contact information, recommend Chapter President. Complete all required fields: First Name, Last Name, SSN. Click the “Continue” tab. (see table 1.1)

Table 1.1

This information is for identification purposes only.	
* Required fields	
Must match IRS records or this application cannot be processed.	
The only punctuation and special characters allowed are hyphen (-) and ampersand (&).	
First name*	<input type="text" value="Jane"/>
Middle name/initial	<input type="text" value="A"/>
Last name*	<input type="text" value="Dow"/>
Suffix (Jr, Sr, etc.)	<input type="text" value="Select One"/>
SSN/TIN*	<input type="text" value="999"/> - <input type="text" value="00"/> - <input type="text" value="978"/>
Choose One:*	
<input checked="" type="radio"/>	I am a responsible and duly authorized <u>officer</u> or <u>member</u> of this organization.
<input type="radio"/>	I am a third party applying for an EIN on behalf of this organization.
Before continuing, please review the information above for typographical errors.	
<input type="button" value="Continue >>"/>	

6. Enter chapter mailing address and chapter officer phone number information. Click the “Continue” tab. Verify the physical location. (see table 1.2)

Table 1.2

* Required fields The only special characters allowed for street and city are - and /. Note: Must be a U.S. address. Do not enter a P.O. box. For military addresses click here.	
Street*	<input type="text" value="123 Hickory Hall"/>
City*	<input type="text" value="Fayette"/>
State/U.S. territory*	<input type="text" value="IOWA (IA)"/>
ZIP code*	<input type="text" value="9999"/>
Phone number*	<input type="text" value="333"/> - <input type="text" value="666"/> - <input type="text" value="9999"/>
Should the mail be directed to a specific person or department within your organization? (This is commonly referred to as the “Care Of” name.)	
If yes, please enter name:	<input type="text" value="Agriculture Business Department"/>
Do you have an address different from the above where you want your mail to be sent?*	
	<input type="radio"/> Yes <input checked="" type="radio"/> No
Before continuing, please review the information above for typographical errors.	
<input type="button" value="Continue >>"/>	

7. Enter “Legal name of Social or Savings Club”—Sigma Alpha Sorority; enter Trade Name/doing business as—Beta Iota Chapter; verify county and state of chapter. Enter when chapter was activated. Click the “Continue” tab. (see table 1.3)

Table 1.3

Tell us about the Social or Savings Club. *Required fields
 The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.
 Legal name of Social or Savings Club*

Trade name/Doing business as
 (only if different from legal name)

County where Social or Savings Club is located*

State/Territory where Social or Savings Club is located*

Date business started or acquired*

Before continuing, please review the information above for typographical errors.

How to file your Electronic Form 990-N (e-Postcard)

****Wait 2 weeks from applying for your EIN to allow for the IRS system to update with your chapter information.**

Go to <http://epostcard.form990.org/>

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.

Information You Will Need To File the e-Postcard

The e-Postcard is easy to complete. All you need is the following information about your organization. Click on any of the links below, if you need more information about the item.

- Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
- Tax year—Should be September 1, 2007 -August 31, 2008

- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Web site address if the organization has one
- Confirmation that the organization's annual gross receipts are normally \$25,000 or less
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

Who Must File an e-Postcard

Most small tax-exempt organizations with gross receipts that are normally \$25,000 or less must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a group return, and
- Churches, their integrated auxiliaries, and conventions or associations of churches.

The following organizations cannot file the e-Postcard but must file different forms instead:

- Tax-exempt organizations with annual gross receipts that are normally greater than \$25,000 must file Form 990 or Form 990-EZ;
- Private foundations must file Form 990-PF;
- Section 509(a)(3) supporting organizations that are required to file Form 990 or Form 990-EZ.
- IRC section 527 (political) organizations required to file an annual exempt organization return must file Form 990 or Form 990-EZ;

Late Filing or Failure To File the e-Postcard

If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, an organization that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax-exempt status will not take place until the filing due date of the third year.