

Here is the link to the IRS website that contains information to complete the form 990-N: <https://www.irs.gov/990n>

Click the link to the online 990-N is provided at the top of this IRS web page under the header, "How to File." See below.

The screenshot shows the IRS website's navigation menu with options like Filing, Payments, Refunds, Credits & Deductions, News & Events, Forms & Pubs, and Help & Resources. The main content area is titled "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". It includes a "How to file" section with instructions on using the "Form 990-N Electronic Filing system (e-Postcard)". A list of requirements states that all organizations must register at IRS.gov, and Form 990-N must be completed electronically. A "Who must file" section notes that organizations with annual gross receipts normally \$50,000 or less can file electronically. It also lists exceptions to the requirement, such as organizations included in a group return or churches. The "Form 990-N filing due date" section states that the form is due by the 15th day of the 5th month after the close of the tax year.

The IRS did not transfer login information or registrations from the previous e-Postcard website; therefore, you will register as a First Time User.

The screenshot shows the IRS website's login page. It is divided into two sections: "First Time Users" and "Returning Users". The "First Time Users" section includes a "Create a Login to:" section with instructions to verify identity, create a user ID and password, and lock the account. A "GET STARTED" button is present. The "Returning Users" section includes a "Log in below if you've previously created a UserID for any of the following applications:" section with a list of applications: Get Transcript, Identity Protection PIN (IP PIN), and Online Payment Agreement (OPA). A "User ID" input field and a "Mask User ID" checkbox are provided. A "LOGIN" button is also present. Links for "Forgot User ID" and "Lock your online account to prevent access" are also visible. At the bottom, there are links for "IRS Privacy Policy" and "Accessibility".

Follow the instructions to create a Login as a First Time User. Enter your information and click on “Send Email Confirmation Code.”

The screenshot shows the IRS logo at the top left. Below it is the heading "Step 1 of 4: Personal Information". Underneath, it says "All fields are required." There are four input fields: "First Name", "Last Name", "Email Address", and "Re-Enter Email Address". At the bottom, there is a note: "A confirmation code will be sent to your email address." and two buttons: "CANCEL" and "SEND EMAIL CONFIRMATION CODE" with a right-pointing arrow.

Retrieve the confirmation code from your email without closing out of the IRS registration. Enter the confirmation number and click Continue.

Step 3 of establishing a Login includes entering a User Name, password, and choosing security features. Click Continue after completing all required fields. Click Continue.

The screenshot shows the IRS logo at the top left. Below it is the heading "User Profile Successfully Created". The main text says: "Your profile was successfully created. Be sure to write down your User ID for future reference. Please click the 'Continue' button to go to your selected application." Below this is a note: "Note: All future correspondence will be via email." At the bottom, there is a "CONTINUE" button with a right-pointing arrow. At the very bottom, there are links for "IRS Privacy Policy" and "Accessibility".

Once the User Profile is Successfully Created, click continue. Now, you must create an e-Postcard Profile. Click on Manage E-Postcard Profile.

The screenshot shows the IRS logo at the top left. The page title is "Electronically file your Form 990-N (e-Postcard)". There are links for "Home", "Security Profile", and "Logout". The page is divided into two main sections: "e-Postcard Profile" and "Manage Form 990-N Submissions".

**e-Postcard Profile**  
Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.  
Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

**MANAGE E-POSTCARD PROFILE** >

**Manage Form 990-N Submissions**  
Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

**MANAGE FORM 990-N SUBMISSIONS** >

Application Version Number: 1.0.1  
Version Build Date: 2016-02-29 22:16

Because you are an officer of the chapter, you should choose User Type of Exempt Organization. Click Continue.

IRS

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Please select Exempt Organization or Preparer

User Type  
Exempt Organization

PREVIOUS CONTINUE

Enter the **EIN of your chorus** and click Add EIN.

IRS

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

You are logged in as: Exempt Organization | Edit user type

EIN

ADD EIN

The name shown for this EIN will appear as Sweet Adelines International. This name appears because each chorus is a subordinate unit under the tax exemption held by SAI. Therefore the official name for each chorus appears as Sweet Adelines International and Doing Business As (DBA) the name of the chorus.

DELETE EIN CREATE NEW FILING

Click Create New Filing.

Select the EIN for your chorus from the drop down menu and click Continue.

IRS

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Please select the EIN for which you want to file for

EIN

Use the dropdown box to choose the EIN for your chorus.

MANAGE E-POSTCARD PROFILE CONTINUE

The tax year ending cannot be changed and should show April 30<sup>th</sup> and the current year.

Select No to indicate that your chorus has not terminated (dissolved).

Select Yes to indicate that gross receipts are normally \$50,000 or less. If the gross receipts for the chorus exceed \$50,000, you cannot file a 990-N and must complete a form 990-EZ.

Organization legal name = Sweet Adelines International

Ensure that the correct EIN appears in the screen.

Click Continue.

### Electronic Notice-Form 990-N (e-Postcard)

#### Organization Information

For the tax year ending  
 ?

Has your organization terminated or gone out of business?  
 ?

Are your gross receipts normally \$50,000 or less?  
 ?

Organization's legal name -Line 1  
 ?

Organization's legal name -Line 2  
 ?

Employer Identification Number (EIN) *Ensure that the correct EIN for your chorus is showing.*  
 ?

Enter the name of the chorus as DBA Name. DBA is an acronym for Doing Business As.

Country = US

Enter the PO Box for the chorus. You may use the mailing address for the Treasurer, if the chorus does not have a PO Box.

Entering the chorus website is optional. Do not enter the SAI website.

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

**Organization Address and Principal Officer Information**

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:  
 \* = required field

**Organization:**

DBA Name

DBA Name - continued

**ENTER ADDITIONAL DBA NAMES**

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*

Zip Code\*

Organization's website address, if applicable

Scroll down to view the rest of the 990-N online. Enter the Principal Officer's name and mailing address.

The Principal Officer may be the President or Treasurer of the chorus. Click Submit Filing.

**Principal Officer:**

Type of Name\*

Person Name\*

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*

Zip Code\*

**< PREVIOUS    CANCEL FILING    SAVE FILING    SUBMIT FILING >**

You must print the "Confirmation" page and send this to the Finance Department at [finance@sweetadelines.com](mailto:finance@sweetadelines.com). The IRS will no longer send an "Acceptance" email, as in the past. Please visit the IRS website for instructions on checking the status of your return at: <https://www.irs.gov/charities-non-profits/annual-electronic-notice-form-990-n-for-small-organizations-faqs-after-you-file>.

Please call the Audra Casson in the Finance Department if you need any additional help at 1-800-992-7464, ext. 101.