

## Instructions for filling out you 990-N e-Postcard

1. If you have never filed a 990-n e-Postcard for your chapter, the first thing you must do is create an online ID and Password. The ID is YOUR CHAPTER'S EIN (without the dash) adding 01 to the end of it (**do not use the number in the sample document**). Then choose a password (this is case sensitive). Once this is created and accepted, WRITE IT DOWN and put in a safe place for future use or to pass on to the next person that will file this information for you chapter. Once this is created, log in.

### 2. Organization Information:

- a. Our tax year for filing this year is 9/1/2008 ending 8/31/2009. The deadline for filing is 1/15/2010
- b. Has your chapter disbanded? This is a simple yes or no. Your chapter is required to file an e-Postcard even if it has disbanded if it operated at any time during the fiscal year.
- c. The organization legal name is: Blue Star Mothers of America, Inc. (Not your chapter name).
- d. EIN – This is your chapter's EIN. **Do not use the number in the sample document.**  
(review for accuracy then click on "next page")

### 3. Organization Address and Principal Officer Information

- a. Organization legal name: Blue Star Mothers of America, Inc.
- b. Does your organization use another name? This is referred to as a DBA Name. This is where you enter YOUR CHAPTER'S NAME.
- c. In Care Of: This is the person's name that the EIN is listed under and the address filed with the IRS for your chapter's EIN.
- d. enter your website address.
- e. Principal Officer: This is your Chapter President and her address.  
(review for accuracy then click on "Submit Filing to IRS")

4. This page should say, "Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS. Click on "Go to Filing Status Page"

5. This page should read Blue Star Mothers of America, Inc. with YOUR EIN., what form this is and your filing period. Current Status should read "Pending". As you scroll down there should also be an "Information Copy". **Print this for your records.** DO NOT MAIL ANYTHING TO THE IRS. It is all done electronically.

6. When the IRS has received and accepted your 990-N, you will receive a confirmation email.