

Instructions for completing Form 990-N, the e-Postcard

Have the required information for each 4-H Club/Group to be filed:

- Employer identification number or EIN
- Tax year - July 1-June 30
- The address of the County UWEX office
- Name of each 4-H Club/Group
- Name of each main 4-H leader of the 4-H Club/Group

The e-Postcard is filed through the [Urban Institute](#), not the IRS. You will not be on the IRS site for filing.

This screen will appear.

The screenshot shows the Urban Institute e-Postcard website. At the top left is the Urban Institute logo. At the top right is the text "e-Postcard" and "file your electronic IRS Form 990-N". Below this is a navigation bar with links for "Home", "Support", "Links", and "Log In". The main heading is "e-Postcard: file your electronic IRS Form 990-N". Below this is a sub-heading "File your electronic Form 990-N (e-Postcard)." and a link "Click here for more information on who must file Form 990-N (e-Postcard)". A "NOTICE:" section follows, stating that subordinate organizations should use their own EIN and that the system generates the 990-N for the most recent tax period. Three steps are listed: "STEP 1: Register as a New User", "STEP 2: Create your Form 990-N (e-Postcard)", and "STEP 3: Submit your Form 990-N (e-Postcard)". A "Quick Menu" sidebar on the right contains links for "Register as a New User", "Update Email/User Information", "Create New e-Postcard", "Edit/View Existing e-Postcard", "Technical Support", "Frequently Asked Questions", and "Privacy Policy". At the bottom, there is a footer with contact information and a last modified date of December 30, 2013.

Registered Users go to page 3 for instructions.

New Users follow Step 1 to register and obtain a login ID.

It will take you to the following screen

Request Login ID

You need a login ID and password to electronically file your organization's IRS Form 990-N (e-Postcard).

Exempt Organizations: If you are filing or assisting someone who is filing, you will need the organization's employer identification number (EIN). The EIN is a 9-digit number with the following format (xx-xxxxxxx). When you enter the EIN on the next page, the system will create your login ID based on the organization's EIN. The login ID will be the EIN (without the dash) plus a two digit number (i.e. xxxxxxxx01). Your login ID will never change. If another user requests a login ID for the same EIN, the last two digits of his or her login ID will be different (i.e. xxxxxxxx02, xxxxxxxx03, etc).

Preparers: If you are a professional preparer or you are assisting more than one organization, you can request one "Preparer" login ID that allows you to submit Forms 990-N (e-Postcards) on behalf of multiple exempt organizations. After you select "Preparer" on the next page, you will be prompted to enter your personal login ID. Your login ID will not be based on the EIN of an organization.

Once you have completed the login ID request process, you will receive an email containing an activation link. Click on the link to activate (and use) your login ID. The e-Postcard website will **not** recognize your login ID until you activate it through the email link.

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 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: December 30, 2013.

Hit Next>>>

Choose "Preparer"

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:

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Last modified: December 30, 2013.

Hit Next>>>

Complete the registration form.

Request Login ID

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

Login ID Type:	Preparer
Login ID:	<input type="text"/> NOTE: Login ID must be between 6 and 15 characters and CANNOT contain any spaces.
Preparer Business Name:	<input type="text"/> NOTE: If you do not have a business name, enter your first and last name.
Password:	<input type="text"/> NOTE: Password must be between 6 and 15 characters and is case sensitive.
Verify Password:	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Verify Email Address:	<input type="text"/>
Daytime Phone:	<input type="text"/>

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Hit Next>>>

You will receive a confirmation email when it is complete. Then log-in as a **Registered User**.

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	<input type="text"/>
Password	<input type="password"/>

NOTE: Your password is case sensitive

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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 >

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Last modified: December 30, 2013.

Hit Log In

Enter the EIN of the organization for filing. Click "Submit EIN"



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

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

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If the organization is a subordinate organization, be sure to enter the organization's EIN. Do not enter the EIN of the parent organization or another subordinate organization.

Submit EIN

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: May 1st, 2014.
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 9 in 1280 X 1024 resolution.

Note: If the IRS rejects the postcard, double check that you entered the correct EIN. If it is still rejected, print a copy of the screen as confirmation that you tried to file and keep in the records.

Once the EIN is recognized, the following screen will appear.



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 \$50,000 or less?

C Organization's legal name - Line 1

4-H CLUBS & AFFILIATED 4-H

Organization's legal name - Line 2

ORGANIZATIONS

D Employer identification number (EIN)

30-0622923

Enter a Different EIN

Cancel Filing

Next Page

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

Questions or problems regarding this website should be directed to [Tech Support](#).
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- a. * Tax Year: July 1-June 30
- b. "yes" if the 4-H Club/Group is continuing
"no" if the 4-H Club/Group has dissolved (NOTE: if dissolved after July 1, an e-Postcard will need to be filed for next tax year)
"yes" Are your gross receipts normally \$50,000 or less?
- c. * Organization's Legal Name - 4-H Clubs & Affiliated 4-H Organizations
- d. * Employer Identification Number

* fields will auto-fill and are not able to be changed

Click "Next Page"

Complete the information below.

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

Quick Jump Form 990-N (e-Postcard) Logout

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

Save Changes before jumping to another page. Save Changes

C Organization's legal name: **4-H CLUBS & AFFILIATED 4-H ORGANIZATIONS**

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

DBA name

DBA name - continued

C In Care of Name

C Organization's mailing address:

Country

Number and street (or PO Box)

City or town

State

Zip code

E Organization's website address, if applicable

F Principal Officer:

Type of name

Name

Country

Number and street (or PO Box)

City or town

State

Zip code

Enter name of the 4-H Club/Group

Enter name of 4-H Youth Development Staff

Enter the County UWEX address

Website info is not required

Type of Name, enter "Person."
Name: Name of the 4-H Club/Group adult Leader
Address: County UWEX address

Previous Page Save Changes Submit Filing to IRS

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

Click "Save Changes" and

Click "Submit Filing to IRS"

You will receive a message, "Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS."

Click "Enter another EIN"

Once for form has been filed, you'll receive an email confirmation. Print a copy of the email for your records. You will need to write the name of the 4-H Club/Group on the email.