

# Filing the IRS' 990N form for Pi Kappa Lambda chapters

This document provides information for quickly submitting your chapter's information. The process requires two steps:

1. Obtaining your login information, and
2. Completing the form.

The two steps will take approximately 5 minutes if you are prepared with the information ahead of time AND if the internet is not bogged down with cyber traffic.

What you need:

- Complete chapter/school address
- Name of chapter officer representing the chapter
- Chapter's EIN (if you don't know or can't find your EIN in the chapter records, contact the National Office at [music@pikappalambda.org](mailto:music@pikappalambda.org).)

For more complete information from the IRS point your browser to:

<http://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-%28e-Postcard%29>

**STEP 11.** Point your browser to <http://epostcard.form990.org/> You need to **Register as a New User**, so click on that link in Step 1.

The screenshot shows a web browser window displaying the e-Postcard website. The browser's address bar shows <http://epostcard.form990.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 visible. The main content area features a heading "File your electronic Form 990-N (e-Postcard)" and a notice: "NOTICE: There is no penalty for filing your e-Postcard after the due date. If you are having problems filing your e-Postcard, you may want to wait until after the May 15 deadline. Until that date, we expect an extremely high demand for technical support, and, although we will try to respond promptly, we may not be able to do so right away." Below this, a note states: "Note: The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. You cannot file the e-Postcard until after your tax year ends. Click here for more details." The page is divided into three steps: "STEP 1: Register as a New User" (with instructions to register and obtain a login ID), "STEP 2: Create your Form 990-N (e-Postcard)" (with instructions to create the e-Postcard), and "STEP 3: Submit your Form 990-N (e-Postcard)" (with instructions to click the "Submit Filing to IRS" button). A "Quick Menu" sidebar on the right contains links for "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". At the bottom, there is a footer with contact information and a "Last modified: May 23, 2008" date.

2. This takes you to the window below.



**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 for your organization or assisting someone who is filing for their organization, you will need the organization's employer identification number (EIN). The system will automatically generate 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. 01, 02, 03, etc). For example, if the EIN for your organization is 00-1234567, then the first login ID for your organization will be 00123456701. Once you have created and activated the first login ID for your organization, subsequent login IDs will have the same format, but will end in 02, 03, etc.

**Preparers:** If you are a professional preparer or you will be helping more than one organization file the e-Postcard, you only need to request one "Preparer" login ID. Your preparer login ID allows you to submit Form 990-N (e-Postcards) on behalf of multiple exempt organizations.

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.

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Read the information about Exempt Organizations versus Preparer and make your choice about which way you wish to file. Your best option probably is to go as Exempt Organization where as the national office needed to register as a preparer.

Click next to go on.3. In this next window choose your status and enter your EIN.

Click the next button to go on.4. In this next window complete the information and carefully select and RECORD a password.

5. I was unable to recreate the next window for this document. However, you now complete the information about the organization, and complete the registration.

They will immediately send you a email with information for verifying your registration. 6. Read the email and verify your registration. You are now ready for Step 2.



**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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**Request Login ID**

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

Login ID Type:	<b>Exempt Organization</b>
Login ID:	<b>63605097501</b>
Organization Name:	<b>SOCIETY OF PI KAPPA LAMBDA</b>
Password:	<input type="text"/> <small>NOTE: Password must be between 6 and 15 characters and is case sensitive.</small>
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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## STEP 2

7. Going back to the same URL as you did in Step 1, part 1, click on the link *Create Your 990-N e-postcard*.

This should take you to the following window which you should complete similarly to the example shown.

When finished, click on the **Next Page** button.

8. On this next page complete all the information about the officer (assumedly you) and the chapter. Here is a two-part example from the Zeta Lambda chapter's registration.

The screenshot shows a web browser window with the URL <http://epostcard.form990.org/DEntry/Form990NMainPart1.asp>. The page title is "Form 990-N (e-Postcard) Online - Organization Information Page". The header includes the Urban Institute logo and the e-Postcard logo with the tagline "file your electronic IRS Form 990-N".

The main content area is titled "Electronic Notice - Form 990-N (e-Postcard) Organization Information". It contains the following fields:

- 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)

Buttons for "Save Changes" and "Next Page" are located below the form fields. A note at the bottom left says "Click the ? image next to any field for help/instructions." At the bottom of the page, there is a footer with contact information and a "Done" status bar.

Form 990-N (e-Postcard) Online - Organization Address and Principal Officer Information Page

http://epostcard.form990.org/Entry/Form990NMainPartII.asp

file your electronic IRS Form 990-N

**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:** SOCIETY OF PI KAPPA LAMBDA

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

DBA name: Zeta Lambda chapter

DBA name - continued: ?

Enter Additional DBA Names

**Organization's mailing address:**

Country: United States

Number and street (or PO Box) - Line 1: Capital Conservatory of Music

Number and street (or PO Box) - Line 2: College and Main

City or town: Columbus

State: Ohio

Zip code: 43209

**E Organization's website address, if applicable:**

**F Principal Officer:**

Type of name: Person

Person Name: Mark Lochstampfor

Country: United States

Number and street (or PO Box) - Line 1: Capital Conservatory of Music

Number and street (or PO Box) - Line 2: College and Main

City or town: Columbus

State: Ohio

Zip code: 43209

Done

Previous Page Save Changes Submit Filing to IRS

When finished, click the Save Changes button. If you are satisfied with the information, click Submit Filing to IRS.

YOU'RE FINISHED.

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