

Annual Form 990-N (e-Postcard) Filing

To ensure continued recognition of the Chapter's tax-exempt status, all ASA Chapters with annual gross receipts of \$50,000 or less are required to file Form 990-N each year by May 15th. ASA recommends the Chapter Treasurer file the Form 990-N. If it is not possible for the Chapter Treasurer to file then the Chapter President should file.

The filing will require only very basic information regarding the Chapter, such as

- The name and address of the Chapter (address is address on file at ASA to send member dues checks).
- The Chapter's web address, if applicable.
- The name and address of the principal officer of the Chapter (ASA strongly suggests this be the Chapter Treasurer.).
- A statement that the Chapter's annual gross receipts are normally \$50,000 or less.
- The EIN (Employer Identification Number assigned by the IRS) for the Chapter. If you don't have the Chapter's EIN number contact Rick Peterson at Rick@amstat.org.

The IRS does send a notice to the Chapters to remind them to file. This reminder is emailed to whomever they have on file as the last person who filed the Form 990-N for that Chapter.

To file your electronic IRS Form 990-N, go to the e-postcard home page at <http://epostcard.form990.org>.

1. If this is the first time you have filed the Form 990-N for the Chapter go to step 1 "Register as a New User" to obtain a login ID and create a password.
2. If you filed last year's Form 990-N, your login ID does not change from year to year. The login ID starts with the EIN of their Chapter (without the dash/hyphen) plus two digits. The two digits are placed at the end of the EIN and are sequential starting with 01 for the first person who prepared the Chapter's 990-N (e-postcard) for the Chapter. That login does not change until a new person takes over preparing the Form 990-N. With the login ID and password you can skip step 1 and go to step 2 "Create your Form 990-N (e-Postcard)". Selecting step 2 will bring you to the login screen.
3. Forgot your login ID? Contact Technical Support at <http://epostcard.form990.org/frmTSRequest01Who.asp> or email them at epostcard@urban.org. If you send an email include the EIN number.
4. Forgot your password? On the e-Postcard home page, select "Log In" from the top menu. Enter your login ID. Click the Email Password button. The system will send your password to the email address you provided when you first registered as a new user.
5. Has your email address changed? Select "Update Email/User Information" under "Quick Menu" in the right margin of the home page.

The same day you file you should receive an email from the IRS confirming receipt of your Form 990-N (e-Postcard). If there were any problems with the filing, they will tell you why and how to correct the problem in the email. If the filing was accepted, you are done for the year.