

I know I need to file an e-Postcard (Form 990-N).

How do I Begin?

The hotlink to submit an e-Postcard is: <http://epostcard.form990.org/>

Clubs will need their Employer Identification Number (EIN) to submit the postcard. There is a “Quick Menu” on the lower right side of the page which will answer all of the questions you might have about the process.

e-Postcard (Form 990-N) Frequently Asked Questions

The e-Postcard is a very simple system that should take less than 10 minutes to file. To complete the e-Postcard, you will need the following information:

- Your organization’s Employer Identification Number (EIN). An EIN consists of 9 digits and the format of the number is NN-NNNNNNN (for example: 00-1234567).
- Your organization’s legal name (e.g.. “Busy Bees 4-H Club”)
- Any other names your organization uses to do business (There shouldn’t be another name!)
- Be able to answer the following questions:
 - Has your organization terminated or gone out of business? (only answer “Yes” to this if your club has disbanded and distributed its assets to a 501(c)(3) organization)
 - Are your gross receipts normally \$25,000 or less? (if you earned more than this, you’ll need to fill out a 990 form)
- The organization’s mailing address (or P.O. box), city, state and zip code (usually the organizational leader’s address, or in some cases, the county office)
- Your organization’s website address (if you have one)
- The name and address of one of your organization’s principal officers (usually the organizational leader).

**Also, you can click on this link for an example of what the screens will look like as you proceed through the process: <http://www.colorado4h.org/blog/docs/2009/e-PostcardScans.pdf>