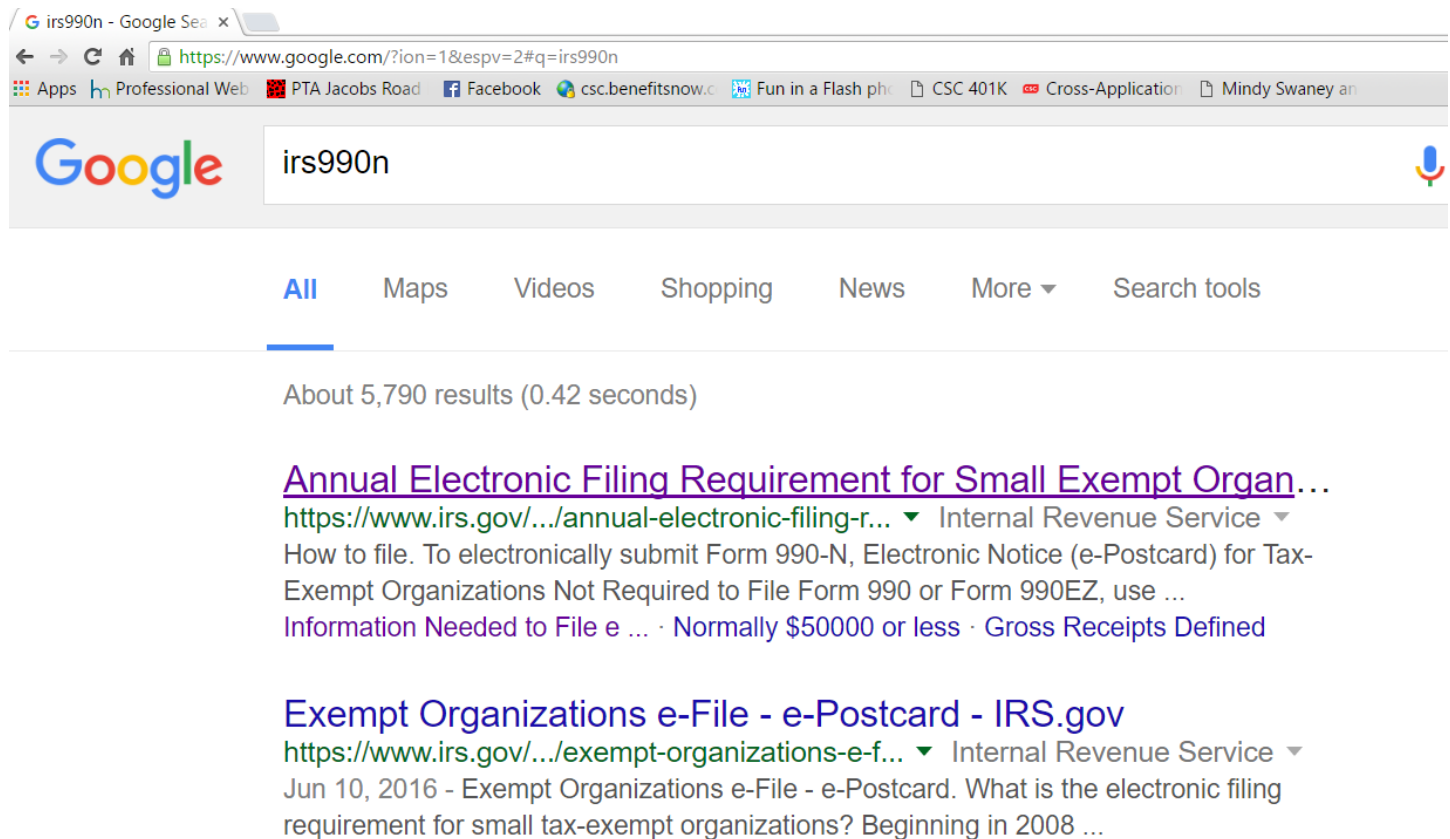


The Internal Revenue no longer will send an automatic acceptance letter to your email for the Postcard filing of the tax return. The Virginia PTA must have a copy of your confirmation/acceptance letter from the I.R.S. for our files.

Please use the following steps to retrieve this notification from the users name and login in which you filed the Postcard and forward a copy to liaison@vapta.org

If you can't remember where to go, search IRS990N



The screenshot shows a Google search interface. The search bar contains the text "irs990n". Below the search bar, the results are displayed. The first result is titled "Annual Electronic Filing Requirement for Small Exempt Organ..." and includes a link to <https://www.irs.gov/.../annual-electronic-filing-r...>. The second result is titled "Exempt Organizations e-File - e-Postcard - IRS.gov" and includes a link to <https://www.irs.gov/.../exempt-organizations-e-f...>. The search results also indicate "About 5,790 results (0.42 seconds)".

Link to IRS site, then click on 990N link



Charitable Organizations

Churches & Religious Organizations

Political Organizations

Private Foundations

Other Non-Profits

Contributors

Charities & Non-Profits Topics

- A-Z Index
- Search for Charities
- Calendar of Events
- Charity and Nonprofit Audits
- Free e-Newsletter
- Future Webinars and

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)



How to file

To electronically submit Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#).

- The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.
- Form 990-N must be completed and filed electronically. **There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing.
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

Log into your existing account:



First Time Users

If this is the first time you are using this online service, we will need to verify your identity before we proceed.

GET STARTED >

Returning Users

Log in below if you've previously registered through any of the following applications:

- Get Transcript
- Identity Protection PIN (IP PIN)
- Online Payment Agreement (OPA)
- ePostcard

Username

CountyCouncil

Mask Username

LOG IN >

[Forgot Username](#)


WARNING! By accessing and using this government computer system, you are consenting to system monitoring for purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and per

Click Continue to pass login history screen

Online Security Information x

https://sa.www4.irs.gov/eauth/secure/landing/landingpage.jsp?LandingPageToken=EgNBRVMEENdJ1cWkyFiBpJs34HYJM0T0ohu...

Apps Professional Web PTA Jacobs Road Facebook csc.benefitsnow.c Fun in a Flash ph CSC 401K Other bookmarks



Online Security Information

For your security, we will show you your most recent login history every time you login.

Your Login History

Date	Time	Activity
Aug 29, 2016	13:30	Login as account
Jul 21, 2016	15:22	Login as account
Jul 20, 2016	23:28	Login as account

Security Announcement

The IRS will send email notifications to confirm registration and profile changes, but will never send unsolicited emails

[CONTINUE >](#)

[IRS Privacy Policy](#) | [Security Code Terms and Conditions](#) | [Accessibility](#)

Click on button on the right: Manage 990N Form Submissions:



Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

[MANAGE E-POSTCARD PROFILE](#)

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

[MANAGE FORM 990-N SUBMISSIONS](#)

Application Version Number: 1.3.0

If you Status not ACCEPTED, the ACTION column will have a refresh link to click. (DO NOT click on button to Create New Filing)



Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
54-1371446	VIRGINIA CONGRESS OF PARENTS AND TEACHERS	2015	06-30-2016	07-21-2016	Accepted	10065520162030403075	

««« Prev Page 1 Next »»»

[CREATE NEW FILING](#)

Note that Organization Name is “Virginia Congress of Parents and Teachers” for ALL VA Local Units, but the EIN will be your PTA’s tax ID number.

When your status is Accepted, click on the submission ID link

[Home](#) | [Security Profile](#) |

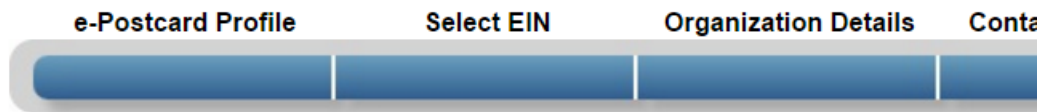
Status	Submission ID	A
Accepted	10065520162030403075	

»»

To get to the Confirmation Screen:



Confirmation



Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** VIRGINIA CONGRESS OF PARENTS AND TEACHERS
- **EIN:** 541371446
- **Tax Year:** 2015
- **Tax Year Start Date:** 07-01-2015
- **Tax Year End Date:** 06-30-2016
- **Submission ID:** 10065520162030403075
- **Filing Status Date:** 07-21-2016
- **Filing Status:** Accepted

[< MANAGE FORM 990-N SUBMISSIONS](#)

If your computer is connected to a printer, you can send the screen directly to print with CTRL-P (hold control button, type letter P)

You can capture the screen in the buffer by ALT-<print screen> (print screen button is usually to the right of F12 button), then copy it into a file (like Word) with CTRL-V

Logout is in the upper right corner of the IRS screen