



**United Grand Imperial Council  
Red Cross of Constantine and Appendant Orders  
United States of America and Its Jurisdiction**

R. Stephen Doan, KGC – Grand Recorder  
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December 19, 2024

By Electronic Mail

Dear Knight Companion Recorder:

It is again time for you to complete the annual filings required for your conclave. There are three required annual filings with the Grand Recorder:

1. The six-page Annual Return form for the year ending December 31, 2024.
2. The one-page annual Conclave Financial Report for the year ending December 31, 2024.
3. A check, or checks, for the Conclave per capita and Sovereign and Viceroy offerings.

**The Conclave per capita is calculated on the Annual Return form. The Sovereign and Viceroy offerings (\$30 total) are not. There is no special form for them. The Sovereign offering is \$20 and the Viceroy offering \$10. These amounts should be added to the per capita due before writing your check. NOTE: An offering is only due once in a Knight Companion's lifetime. If the incoming Sovereign has already served as Sovereign and a Sovereign's offering has previously been made, no additional Sovereign offering is due. Similarly, if the incoming Viceroy has already served as Viceroy and a Viceroy's offering has previously been made, no additional Viceroy offering is due. However, if a Viceroy's offering has not previously been made for the incoming Sovereign, a Viceroy offering is also due.**

The Annual Return form and the Conclave Financial Report form are attached to the e-mail transmitting this letter. The instructions for completing the Annual Return form and the Conclave Financial Report are attached to this letter. The pdf versions do the calculations for you. You fill them in on the computer and then send them to the office as an attachment to an e-mail or by postal mail to the office. Please use the email and postal addresses shown above. You must also send a copy to your Intendant General and keep a copy for your conclave records. If you submit the completed forms by e-mail, be sure to send your check for the per capita and Sovereign and Viceroy offerings (\$30) by postal mail to the office. The check for the per capita and Sovereign and Viceroy offerings (\$30) should accompany your returns if they are filed by postal mail to the office. (Funds may also be transmitted to the Grand Recorder using the following Zelle address: [gdrec@redcrossconstantine.org](mailto:gdrec@redcrossconstantine.org).)

If you will complete the forms on a computer, please be sure to go to the Adobe web site ([www.adobe.com](http://www.adobe.com)) and download the most recent version of Adobe Acrobat Reader. It is free, and earlier versions may not work well or may not work at all.

# United Grand Imperial Council

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In completing the Annual Return, please make sure that the beginning membership numbers on line 1, page 1 of the 2024 Annual Return are the same as the ending numbers for the previous year (in this case, line 13, page 1 of the 2023 Annual Return). I have attached a spreadsheet reporting the final numbers on line 13, page 1 of each conclave's 2023 Annual Return. These totals tied out to Grand View as of December 31, 2023. You must use these numbers on line 1, page 1 of the 2024 Annual Return. If you find that you must adjust a number on line 1 of the 2024 Annual Return to account for a previously unreported membership change which occurred before January 1, 2024, such as the death of a member which is not discovered until after the annual return was filed for the year of his death, you should advise the Grand Recorder of that adjustment to line 1 on the top of page 1 of the 2024 Annual Return. If you are struggling with what to put on lines 2 through 12, you might print out from Grand View the Membership Changes This Period report, available to you under the Report tab on your Admin. Dashboard for your conclave. This report shows all the changes to your membership since we moved to Grand View. It does not, however, show moves from Regular to Emeritus status, affiliations or Dual members added or dropped.

Your conclave owes a per capita assessment on any Knight Companion who has been a member of your conclave at any time during calendar year 2024, no matter whether he was installed in 2024, died in 2024, resigned (withdrew, took a demit) in 2024, was suspended in 2024 or was a dual member at any time in 2024. If he was on your membership roll at any time during 2024, you pay per capita on him. The first page of the Annual Return is where the amount of per capita your conclave owes will be computed. If you have any questions, do not hesitate to call the office to discuss.

As you prepare to file your 2024 Annual Return, be sure that your list of your conclave's membership matches what is in Grand View. If someone listed in Grand View is no longer a member, please use the function on the right-hand side of the member's page to indicate how membership ended and the date that it did. Add any members using the Add function at the top of the membership list. I need to do the clearance step for you before you can proceed with completing the installation date. When you reach that point in your entry, let me know and I will then do the clearance. (This step is required even for those conclaves which are not required to clear its candidates for membership, because of the design of the Grand View system.) Please be sure to complete every line with an asterisk on that template plus the line for the companion's preferred email address and at least one of the lines for a telephone number in the add member dialogue box. If a birth date or installed (joining) date is missing for any member already on the membership page, please add that also. Please add a telephone number and email address for each member, if available. If your conclave's record in Grand View matches your Annual Return, you are only required to complete pages 1 and 2 of the Annual Return. If you are struggling to get your conclave's record in Grand View to match your Annual Return, you might complete the Updating the Grand View Record protocol attached as Appendix B to the *Recorders Handbook* to resolve the differences.

The Conclave Financial Report remains the same as in 2023. Please be sure to complete this accurately.

**Please do not forget that filing your Annual Return and Conclave Financial Report does NOT satisfy your conclave's obligation to file its annual Form 990-N (e-Postcard) return for small non-profit organizations. This filing is done online with the IRS at <https://sa.www4.irs.gov/epostcard/>. You will find that the IRS requires you to log in through a LOGIN.GOV account or an ID.me account.**

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**The annual Form 990-N is due on the 15th day of the fifth month after your year end in the IRS records. Thus, a calendar year conclave must file by May 15th of the next year. Failure to file can and will result in loss of your conclave's tax-exempt status! Attached is a User Guide which the IRS has issued on the filing process.**

Please remember that the completed Annual Return and Conclave Financial Report forms together with the required check are due in the office no later than the last day of February 2025.

If you have any questions or need help with any of these filings, please send an e-mail or call the office.

Yours in Faith, Unity and Zeal,

A handwritten signature in black ink, appearing to read "R. Stephen Doan".

R. Stephen Doan, KGC  
Grand Recorder

Attachments  
cc: Intendants General

# United Grand Imperial Council

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December 19, 2024

Notes and Instructions on the 2024 Annual Return and the Conclave Financial Report

## Notes and Instructions on the 2024 Annual Return and Conclave Financial Report

1. These two reports are in Acrobat.pdf format. They may be completed using Acrobat Reader.
2. The Conclave Financial Report is the same as the 2023 form. If any problems with the form should arise, please let me know.
3. The Annual Return is also the same as the 2023 form.
  - 3.1. Heading information, including the report year (2024) and the conclave name, number and location, are entered in the heading of Page 1 and carry through all pages and items in the return. That information appears throughout the return as simple text in page and section headings.
  - 3.2. Calculated fields are colored light yellow, and they are not framed. They are based on the numeric data in the associated entry fields.
  - 3.3. Entry fields are framed and colored light blue. You may enter any text into some of them with free-form entry, such as a person's name or a street name and number. Some other fields enforce a particular entry format. Those fields take telephone numbers, dates and zip codes.
    - 3.3.1. Phone number fields are set to take ten digits, such as 8885551212, and format them to (###) ###-####, as in (888) 555-1212.
    - 3.3.2. Date fields take most reasonable series of digits to form a date as long as the month, day and year are in that order and separated by a space or a punctuation mark. For instance, February 5, 2024 may be entered as 2 5 2024 and it will appear in the standard format of 02/05/2024.
    - 3.3.3. Zip code fields produce the Zip+4 format, 12345-6789. The entry must include nine digits, but if you do not have the last four, just enter 0000. With a string of nine digits entered, the "-" will be inserted automatically. Address fields on Pages 1 and 2 do not include formatted Zip fields; those addresses are entered in free form. 123450000 will return 12345-0000.
4. Pages 1, 2 and 3 are the same as last year. They include the membership statistics, the list of officers for the report year and the succeeding year, and any changes in status of existing members, including losses and election to Emeritus status. In the unlikely event of a change from Emeritus to Regular status, that KC may be included in the list of "Elected to Emeritus Status" with a note in the free-form field noting (Emeritus to Regular) or similar information. R or E in the second column indicate Regular or Emeritus status of a lost member.
5. Pages 4, 5 and 6 are also the same as for last year. They account for KC's who are added or returned to the conclave. In those cases, we need a full address and other particular information. These pages are the same as last year. The requested information may be entered in a common form.
  - 5.1.1. The four subjects of information are:
    - 5.1.1. New Knights Companions Installed (5)
    - 5.1.2. New Dual Members Registered (2)
    - 5.1.3. Members Newly Affiliated from Other Conclaves (2)
    - 5.1.4. Members Reinstated or Re-affiliated (2)
  - 5.2. The address fields are the same for each of these four groups. The date, phone and Zip fields are set for formatting as noted above.
  - 5.3. If you have more transactions to report than space available in any of those categories, just set up another copy of this report form with the correct heading information and enter the additions in the second copy.
6. At the bottom of Page 6 is a free-form field for any notes or comments that you may wish to include. This would be the place to note that a second copy of the form is attached for added data. Suggestions for improvement are also welcome.

# United Grand Imperial Council

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Final Information on Line 13 of the 2023 Annual Returns

Red Cross of Constantine - Line 13 of 2023 Annual Returns

12/9/2024 20:05 8:05 PM

State	City	Name	Conclave Number	Regular at Year End 2023	Emeritus at Year End 2023	Dual at Year End 2023	Total Members at Year End 2023
AL	Birmingham	St. Dunstan	1001	38	0	1	39
AL	Mobile	St. Bernard	1002	24	0	1	25
AL	Montgomery	St. Asaph	1003	26	3	1	30
AL	Gadsden	Benjamin Franklin	1004	24	0	0	24
AL	Huntsville	Holy Sepulchre	1005	15	3	1	19
AZ	Phoenix	Arizona	2001	36	12	1	49
AZ	Tucson	Tucson	2002	30	3	1	34
AR	Little Rock	St. Giles	3001	36	7	1	44
AR	Fort Smith	Trinity	3002	34	7	0	41
CA	Los Angeles	St. Gabriel	4001	25	1	1	27
CA	San Diego	San Diego	4002	25	7	0	32
CA	Long Beach	Saint Croix	4003	27	5	0	32
CA	San Francisco	St. Francis	4004	35	10	1	46
CA	Oakland	St. Philip	4005	29	7	1	37
CA	Santa Barbara	Pacifica	4006	17	1	1	19
CA	Riverside	Inland Empire	4007	29	7	0	36
CA	Folsom	Cross & Crown	4008	28	10	0	38
CO	Denver	Mount of the Holy Cross	5001	27	5	2	34
CO	Pueblo	Sangre de Cristo	5002	18	2	0	20
CT	Hartford	St. Andrew	6001	35	0	1	36
DE	Wilmington	Delaware	7001	24	10	0	34
DC	Washington	St. Simeon Stylites	8001	34	3	0	37
FL	Tampa	St. Sebastian	9001	40	2	2	44
FL	Miami	Miami	9002	35	4	6	45
FL	Jacksonville	St. Honore	9003	31	5	0	36
FL	Crestview	San Carlos	9004	27	2	0	29
FL	Orlando	Labarum	9005	22	3	2	27
FL	Fort Myers	St. Bernard de Clairvaux	9006	19	2	1	22
GA	Atlanta	St. Ambrose	10001	33	5	0	38
GA	Savannah	Oglethorpe	10002	22	8	0	30
GA	Albany	Good Shepherd	10003	21	1	0	22
GA	Macon	New Covenant	10004	34	4	0	38
GA	Columbus	Muscogee	10005	21	0	1	22
GA	Dalton	Rufus R. White	10006	31	5	0	36
GA	Covington	Alexander	10007	23	6	0	29
ID	Boise	St. Michael	11001	22	10	0	32
ID	Lewiston	St. Patrick	11002	10	2	1	13
ID	Pocatello	St. Charles	11003	19	0	0	19
IL	Chicago	St. John	12001	46	13	0	59
IL	Champaign	Saxa Rubra	12002	32	4	1	37

State	City	Name	Conclave Number	Regular at Year End 2023	Emeritus at Year End 2023	Dual at Year End 2023	Total Members at Year End 2023
IL	Peoria	St. Helena	12003	34	8	1	43
IL	Springfield	St. Edward	12004	44	12	3	59
IL	Rockford	Holy Trinity	12005	24	2	0	26
IN	Indianapolis	St. James	13001	38	9	0	47
IN	Fort Wayne	St. Hilary	13002	45	11	2	58
IN	Lafayette	St. Basil	13003	37	16	1	54
IN	Evansville	St. Cyril	13004	32	10	0	42
IA	Des Moines	St. Bartholomew	14001	36	6	0	42
IA	Cedar Rapids	St. Ignatius	14002	36	5	0	41
KS	Topeka	St. Augustine	15001	18	0	0	18
KS	Kansas City	St. Justin	15002	24	0	0	24
KS	Salina	St. David	15003	34	4	0	38
KS	Wichita	Calvary	15004	20	2	0	22
KS	Pittsburgh	Crispus	15005	7	0	0	7
KY	Louisville	St. Barnabas	16001	33	0	0	33
KY	Madisonville	St. Bernard	16002	17	7	0	24
LA	Bossier City	St. Matthew	17001	31	2	2	35
LA	New Orleans	St. Paul	17002	24	2	2	28
LA	Lake Charles	St. Charles	17003	31	8	0	39
LA	Monroe	Ouachita	17004	32	9	2	43
MD	Baltimore	St. Cyprian	19001	33	6	0	39
MA	Boston	Bay State	20001	36	9	0	45
MA	Springfield	St. Matthew	20002	37	6	1	44
MI	Grand Rapids	St. Vincent	21001	22	8	1	31
MI	Detroit	St. Clement	21002	25	7	0	32
MI	Bay City	St. Martin	21003	29	7	1	37
MI	Marquette	St. Bonaventure	21004	20	3	1	24
MN	Duluth	St. George	22001	47	16	0	63
MN	Minneapolis	St. Olaf	22002	38	13	1	52
MS	Jackson	St. Leonard	23001	37	0	0	37
MS	Water Valley	St. Boniface	23002	22	0	1	23
MS	Meridian	St. Jude	23003	30	4	1	35
MO	Kansas City	Mary	24001	32	4	2	38
MO	St. Joseph	St. Joseph	24002	25	6	0	31
MO	Joplin	St. Andrew	24003	26	4	0	30
MO	Columbia	St. Chrysostom	24004	28	4	1	33
MO	St. Louis	St. Louis	24005	30	3	0	33
MO	Springfield	St. Christopher	24006	39	7	2	48
MT	Helena	St. Peter	25001	22	9	1	32
MT	Billings	Oro y Plata	25002	32	1	1	34
NE	Omaha	Coeur de Lion	26001	43	5	0	48
NE	Alliance	Shiloh	26002	33	1	0	34
NV	Reno	Joan of Arc	27001	26	2	1	29
NV	Las Vegas	Desert Paradise	27002	19	6	0	25
NH	Concord	Granite State	28001	25	10	0	35
NJ	Haddonfield	St. Stephen	29001	57	0	0	57
NJ	Westfield	St. Joseph	29002	38	5	0	43
NM	Santa Fe	Santa Fe	30001	15	6	0	21
NM	Albuquerque	St. Sophia	30002	20	7	1	28



State	City	Name	Conclave Number	Regular at Year End 2023	Emeritus at Year End 2023	Dual at Year End 2023	Total Members at Year End 2023
NM	Roswell	Christos Rhetor	30003	16	2	1	19
NY	New York	St. Paul	31001	42	3	1	46
NY	Albany	Albany	31002	27	4	1	32
NY	Garden City	St. Quentin	31003	37	5	0	42
NY	Syracuse	St. Leo	31004	26	2	1	29
NY	Buffalo	St. Mark	31005	61	2	1	64
NY	Utica	Utica	31006	23	1	0	24
NY	Binghamton	Christian	31007	27	3	2	32
NC	Asheville	St. John of Patmos	32001	29	1	0	30
NC	Charlotte	St. Titus	32002	30	1	0	31
ND	Fargo	St. Felix	33001	34	3	1	38
OH	Columbus	St. Jerome	34001	36	8	1	45
OH	Cleveland	St. Benedict	34002	36	6	0	42
OH	Toledo	St. Thomas	34003	33	8	0	41
OH	Cincinnati	St. Columba	34004	40	13	1	54
OH	Dayton	Holy Grail	34005	44	2	4	50
OH	Steubenville	Holyhood	34006	40	6	2	48
OH	Lima	Charlemagne	34007	29	3	6	38
OH	Athens	Lafayette	34008	32	10	0	42
OK	McAlester	St. Luke	35001	42	13	2	57
OK	Oklahoma City	St. Omer	35002	36	8	5	49
OK	Muskogee	Prince of Peace	35003	36	8	1	45
OR	Portland	St. Laurence	36001	19	3	2	24
OR	Medford	St. Janus	36002	24	5	1	30
PA	Allentown	Mary	37001	63	6	0	69
PA	Philadelphia	Philadelphia	37002	37	0	0	37
PA	York	York	37003	49	9	0	58
PA	Reading	Constantine	37004	39	10	0	49
PA	Bloomsburg	Orient	37005	48	0	0	48
PA	Williamsport	Williamsport	37006	42	0	0	42
PA	Harrisburg	Trinity	37007	52	11	1	64
PA	Shamokin	St. James	37008	47	1	0	48
PA	Pittsburgh	US Premier	37009	73	0	0	73
PA	Johnstown	Constans	37010	43	2	0	45
PA	Erie	St. John	37011	37	1	0	38
PA	New Castle	Antioch	37012	45	4	0	49
RI	Providence	Plantations	38001	42	3	1	46
SC	Columbia	All Saints	39001	36	13	0	49
SC	Spartanburg	Carolina	39002	37	5	0	42
SC	Charleston	The Saints John	39003	27	5	0	32
SD	Sioux Falls	St. Simon	40001	22	1	0	23
SD	Rapid City	Black Hills	40002	18	4	0	22
TN	Memphis	St. Stephen	41001	40	6	0	46
TN	Knoxville	St. Mathias	41002	29	0	0	29
TN	Chattanooga	St. Gregory	41003	23	5	0	28
TN	Nashville	Old Hickory	41004	40	12	1	53
TN	Johnson City	St. Julian	41005	25	0	0	25
TX	Dallas	St. Mark	42001	39	8	0	47

State	City	Name	Conclave Number	Regular at Year End 2023	Emeritus at Year End 2023	Dual at Year End 2023	Total Members at Year End 2023
TX	Fort Worth	St. Timothy	42002	40	11	1	52
TX	Waco	DeMolay	42003	38	4	2	44
TX	Wichita Falls	Star of Bethlehem	42004	23	2	1	26
TX	San Antonio	St. Anthony	42005	33	1	0	34
TX	Galveston	San Felipe	42006	42	10	2	54
TX	Houston	San Jacinto	42007	42	7	2	51
TX	Austin	St. Austin	42008	32	4	1	37
TX	El Paso	St. Alphege	42009	13	2	0	15
TX	Lubbock	Llano Estacado	42010	19	4	1	24
TX	Amarillo	Crusader	42011	26	1	5	32
TX	Tyler	Ascension	42012	32	7	1	40
TX	Midland	Permian	42013	24	3	0	27
TX	Corpus Christi	South Texas	42014	25	1	1	27
UT	Salt Lake City	Bonneville	43001	29	5	0	34
VT	Burlington	Star of Bethlehem	44001	15	7	0	22
VT	Montpelier	St. Helena	44003	19	0	0	19
VA	Richmond	St. Polycarp	45001	39	3	1	43
VA	Roanoke	St. Cornelius the Centurion	45002	24	5	0	29
VA	Chesapeake	St. Thomas	45003	15	6	0	21
VA	Winchester	Shenandoah	45004	19	2	2	23
WA	Seattle	St. Alban	46001	24	5	1	30
WA	Spokane	St. Raphael	46002	19	2	0	21
WA	Montesano	St. Olav	46003	15	3	0	18
WV	Charleston	West Virginia	47001	35	6	0	41
WV	Wheeling	Mountain State	47002	27	6	0	33
WI	Milwaukee	St. Wilfred	48001	28	5	0	33
WI	Madison	Winnebago	48002	27	4	0	31
WI	Green Bay	Nicolet	48003	34	2	0	36
WI	Chippewa Falls	Chippewa	48004	31	4	2	37
WY	Sheridan	St. Denys	49001	37	5	0	42
WY	Cheyenne	Eusebius	49002	12	7	0	19
WY	Casper	Immanuel	49003	33	8	0	41
RP	Manila	Asoka	50001	31	5	2	38
RP	Davao City	Meridian	50002	9	3	0	12
AK	Anchorage	Alaska	63001	17	2	0	19
AK	Fairbanks	Golden Heart	63002	8	2	1	11
PR	San Juan	San Juan	64001	14	2	0	16
HI	Honolulu	Opukahaia	65001	31	0	0	31
MX	Mexico City	City of Mexico	70001	20	0	2	22
GT	Guatemala	Guatemala	78001	15	2	1	18
ES	El Salvador	El Salvador	78002	17	0	0	17
PN	Balboa	San Lorenzo	95001	29	5	0	34
	El Cajon	Grand Sovereign's	99001	20	0	0	20
Total				5421	840	122	6383

# United Grand Imperial Council

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December 19, 2024

990-N User Guide



# Steps for using the Form 990-N Electronic Filing System (e-Postcard)

## REMINDER

An organization cannot file Form 990-N until after the end of its **tax year**. For example:

- **Calendar Year Filers**

If your organization uses a calendar year (a year ending December 31) as its tax year, it must wait until January 1, the day following the end of its tax year, to file.

- **Fiscal Year Filers**

If your organization uses a fiscal year (a year ending on a date other than December 31) as its tax year, it must wait until the day following the end of its fiscal year to file.

The IRS determines the filing year using the beginning date of the organization's tax year.

## NOTE: BEFORE FILING

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Telephone assistance is also available for individuals with TTY equipment at 800-829-4059. Take the following steps to prevent problems during the registration and filing processes:

- **Do not use a smart phone or tablet to file your Form 990-N.**

- **Close multiple browsers when registering.**

Errors may occur if you have additional internet browsers open during the registration process. Please close other internet browser windows.

- **Use correct text characters when registering and filing.**

Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields. When choosing a password, use only letters, numbers and special characters except the caret (^).

- **If the suggestions above don't resolve the issue, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again.**

This step is required before calling the Customer Account Services line (877-829-5500) for technical help.

## HOW TO SIGN IN

### STEP 1

Open the electronic filing page: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

After reviewing the information provided on the Form 990-N webpage, click the “Submit Form 990-N (e-Postcard)” link under the “Submitting Form 990-N (e-Postcard)” header.

### STEP 2

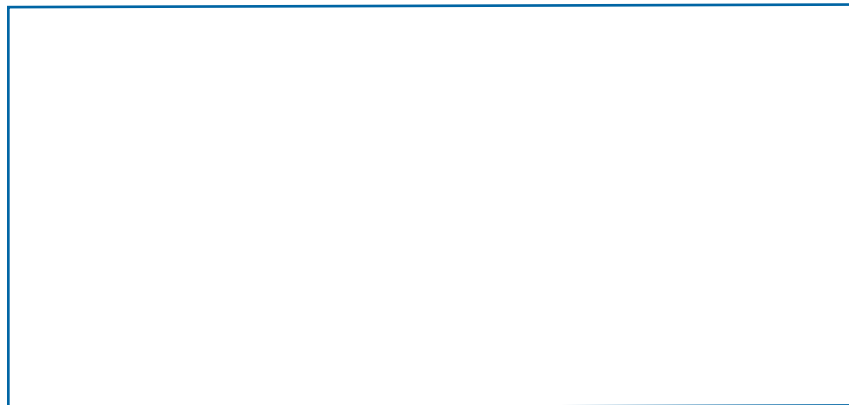
#### Sign In or Create a New Account

- IRS offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services through a secure account that protects your privacy.

## HOW TO CREATE AN ELECTRONIC FORM SUBMISSION

### STEP 1

Select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.



### STEP 2

From the drop down shown below, select either **Exempt Organization** or Preparer in the “User Type” field.

- **Exempt Organization:** Select if you are only completing 990-N for your organization.
- **Preparer:** Select if you expect to help multiple organizations.

**Example:** A preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting Preparer, you can use your login to add as many organizations as you wish.

After selecting the user type, select **CONTINUE**.



### STEP 3

Enter an EIN for the organization you're filing for, then click **ADD EIN**. You may also delete EINs already associated with your profile by selecting **DELTE EIN**. To continue, select **CREATE NEW FILING**.

The screenshot shows the 'e-Postcard Profile' page with a progress bar at the top. The first step, 'e-Postcard Profile', is highlighted. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There is an 'EIN' input field with 'XX' in the first two characters and 'XXXXXXX' in the next seven. To the right of the input field is an 'ADD EIN' button. Below this is a section titled 'Currently Associated EIN(s)' with a table that has columns for 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table is currently empty, with the text 'No EINs are currently associated with your ID' below it. At the bottom of this section are two buttons: 'DELETE EIN' and 'CREATE NEW FILING'.

### STEP 4

Select the EIN you wish to file for from the drop-down menu. Once you have selected the EIN, select **CONTINUE**.

The screenshot shows the 'Select EIN' page with a progress bar at the top. The second step, 'Select EIN', is highlighted. Below the progress bar, it says 'Please select the EIN for which you want to file for'. There is an 'EIN' drop-down menu with '-Select EIN-' selected. Below the menu are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE'.

### STEP 5

Complete the "Organization Details" page. If you don't understand the request, click the question mark icon (?) for an explanation. When you have completed each line, select **CONTINUE**.

The screenshot shows the 'Organization Details' page with a progress bar at the top. The third step, 'Organization Details', is highlighted. Below the progress bar, it says 'Electronic Notice-Form 990-N (e-Postcard)'. Underneath is the section 'Organization Information' with three questions, each with a text input field and a question mark icon: 'For the tax year ending', 'Has your organization terminated or gone out of business?', and 'Are your gross receipts normally \$50,000 or less?'. Below the questions are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE'.

## STEP 6

Complete the "Contact Information" page. If you don't understand the request, click the question mark icon (?) for an explanation. When you have completed each line, select one of the following:

- **SAVE FILING:** Select if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING:** Select when you are sure all required information has been input.

**NOTE WHEN REGISTERING OR FILING:** Text fields cannot exceed 35 characters and must contain only alphanumeric characters. Periods, slashes and most special characters will cause registration or filing errors. Hyphens are permitted.

Also, enter website addresses using "www." - not "http://www."

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

e-Postcard Profile    Select EIN    Organization Details    **Contact Information**    Confirmation

**Electronic Notice-Form 990-N (e-Postcard)**

**Organization Address and Principal Officer Information**

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:  
\* = required field

**Organization:**

DBA Name  ?

## STEP 7

The filing **CONFIRMATION** will display the filing status as "Pending."

Click on the word **PRINT** in the bottom paragraph to print a copy for your records.

**Note:** Once you leave the page, you won't be able to print this filing.

Select **MANAGE FORM 990-N SUBMISSIONS** to view or submit additional filings.

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

e-Postcard Profile    Select EIN    Organization Details    Contact Information    **Confirmation**

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

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXX
- Tax Year: XXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXX
- Tax Year End Date: XXXXXXXXXX
- Submission ID: XXXXXXXXXX
- Filing Status Date: XXXXXXXXXX
- Filing Status: Pending

**Note:** Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[MANAGE FORM 990-N SUBMISSIONS](#)



## MANAGING FORM 990-N SUBMISSIONS

On the “Manage Form 990-N Submission” page, your submission will show the status of “Pending.”

- After seven minutes, refresh the page (F5 key for Windows, Command-R for Mac) and the GET UPDATED STATUS button will be visible.
- The status will change from “Pending” to “Accepted” or “Rejected.”
- If your submission was rejected, select the [submission ID hyperlink](#) for additional details.
- After the status is updated, the only valid statuses are “Accepted” or “Rejected.” If your status displays any other text (like “submitted” or “MeF failed”), contact Customer Account Services at 877-829-5500.

## ADDITIONAL INFORMATION

- [Annual electronic filing requirement for small exempt organizations](#) - Form 990-N (e-Postcard)
- [Form 990-N FAQs](#)
- [StayExempt.IRS.gov/workshop](#) – Free online courses to help organizational leadership and volunteers understand the benefits, limitations and expectations for exempt organizations.