

Form 990-N Filing for ISCEBS Chapters

All Chapters of the International Society are required to file either a 990-N, 990EZ or 990 for the tax year ending December 31st. The filing deadline is May 15th of the next year.

If your chapter's gross receipts were \$50,000 or less, you can file the 990-N (e-postcard). If your gross receipts were more than \$50,000, you must file a 990EZ or 990.

For filing the Form 990-N (e-Postcard), go to www.irs.gov and enter 990N in the search box. (Note: There are several access points and you may have another way to navigate to the Form 990-N postcard filing.)

Scroll down a little and click on this link:

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

Small tax-exempt organizations can use Form 990-N, Electronic Notice (e-Postcard), instead of Form 990 or 990 EZ to meet their annual reporting requirements.

Tax Administration (Non-Authoritative)

Charities and Nonprofits

Then scroll down the next page to this section:

Ready to file?

After you have read the information above and the User Guide, use the [Form 990-N Electronic Filing System \(e-Postcard\)](#) page to start the process.

If you have not filed before, you will be required to register as a First Time User. Follow the login steps and then proceed on with filing your 990-N (e-postcard). Please record the login ID and password so that it can be used for future filings. The next screen requires you to create your e-Postcard Profile where you would enter your EIN number. The final step is to create your Form 990-N (e-Postcard).

Here are the steps to follow when you are logged in:

1. Enter the EIN of the organization for which you want to create a filing.
Click on **Create New Filing**. Select your EIN and click **Continue**.
- A. For the tax year ending: **December 31** (*automatically populates*)
- B. Has your organization terminated or gone out of business? **Enter No**
- C. Are your gross receipts normally \$50,000 or less? **Enter Yes**
- D. Organization's legal name: International Society of Certified Employee Benefit Specialists (*automatically populates*)
- E. Employer identification number (EIN) (*automatically populates*)
- F. Click **Continue**. It will advance to the next screen.
- G. Under DBA Name, enter your chapter name.
- H. Enter in your Organization's mailing address. Use your own address if your chapter does not have a permanent address.

- I. Enter in your Organization's website address, if applicable.
- J. Enter in the information for a Principal Officer (indicate a person and fill in the rest).
- K. Click **Save Filing** – So that you can make any changes if needed before submitting to the IRS.
- L. Click **Submit Filing** – No changes can be made after this has been done.
- M. Print your Confirmation page – it will default to creating a PDF document.

Please let us know by e-mail when your 990, 990EZ or 990-N (e-postcard) has been filed for your chapter. If possible, please include a copy of the IRS confirmation page. We can be reached at lauraj@iscebs.org or iscebs@iscebs.org.

The Society can assist in the filing of the 990-N (e-postcard) only. If you would like the Society to file for you, please let us know and we would be happy to do so.

If you encounter any problems, please let us know so that we can help resolve any issues.

Thank you very much for your assistance in getting this done in a timely manner!

For more information, please contact:

Laura Jeske, CEBS
International Society
of Certified Employee Benefit Specialists
18700 West Bluemound Road
Brookfield, WI 53045
(262) 373-7674 | Fax: (262) 786-8670
lauraj@iscebs.org | www.iscebs.org