

**PROCEDURES TO FILE ELECTRONIC IRS FORM 990-N  
February 2008**

The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. You cannot file the e-Postcard until after your tax year ends.

**NOTE: The tax year for all Grand Courts and Subordinate Courts is based on the tax year of Supreme Council. The tax year for Supreme Council, as defined by the IRS, ends on June 30<sup>th</sup> each year, therefore the e-Postcards must be filed by each entity between July 1 and November 15. Filings after November 15<sup>th</sup> will be considered late. If you attempt to fill out the 990-N before the June 30<sup>th</sup>, you will get a message advising you that the tax year has not ended.**

How to file the e-Postcard 990-N:

1. Log on to the internet
2. Go to <http://epostcard.form990.org/>
3. Follow the steps shown on this page. (Note: You have to have an email address where the IRS can send you a reply to your logon.)
  - A. Register as a New User
    - To file Form 990-N, you must register and obtain a login ID. Once you have completed the login ID request process, you will receive an email containing an activation link.
    - To obtain the login ID, select, "Exempt Organization" and enter the EIN (Employer Identification Number) of the Court or Grand Court.
    - When the next screen comes up it will be populated with the name the IRS has on file for that ID. The names associated with the EINs are: ORDER OF THE AMARANTH INC or ORDER OF THE AMARANTH INC SUPREME COUNCIL.
    - Create a password that is easy for you to remember when you create your login ID.
  - B. Create your form 990-N (e-Postcard)
    - Once you have a logon ID, you can access the system and create your e-Postcard. Click on the activation link included in the email to activate (and use) your login ID.
    - You will be required to fill in the forms with the following information:
      - DBA name – Name of the Court or Grand Court
      - Mailing Address – use the address of the Secretary
      - Website address, if applicable
      - Principal Officer – Use the name of the Grand Secretary or Court Secretary as this is the name currently on file with the IRS and usually changes less frequently than the Grand Royal Matron or Royal Matron.
      - Principal Officers address
    - Submit the form to the IRS. If accepted, you will receive an email that will serve as your receipt. If rejected, the email will instruct you on how to correct the problem.
    - Once accepted you may go back into the e-Postcard program, log-in and view and print the e-Postcard as your receipt.
    - Additional instructions may be found on the e-Postcard website.