

**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 990-EZ*, 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.

**Prior to filing your form, please review the following information:**

**Who must file**  
Most small tax-exempt organizations whose annual [gross receipts](#) are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- Organizations that are included in a group return.
- [Churches](#), their integrated auxiliaries, and conventions or associations of churches, and
- Organizations [required to file a different return](#).

**Form 990-N filing due date**  
Form 990-N is due every year by the 15th day of the 5th month after the close of your [tax year](#). You cannot file the e-Postcard until after your tax year ends.

**Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will [automatically lose their tax-exempt status](#). Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this [IRS YouTube presentation](#) for more information.

**Information you will need when filing Form 990-N**  
Form 990-N is easy to complete. You'll need only [eight items of basic information](#) about your organization.

**Search for Form 990-N filings**  
To search for organizations that have filed Form 990-N and to view their filings, see [Example Organizations Select Check](#). You can also download the entire database of Form 990-N filings.

**Additional information**

- [Frequently Asked Questions - Form 990-N](#)
- [User Guide for Form 990-N Electronic Filing System \(e-Postcard\)](#)

This is the screen that you will begin with. Under How to File click blue link Form 990-N Electronic Filing.

P Pandora Radio - 1 x e-Postcard Home x

← → <https://sa.www4.irs.gov/epostcard/secure/home/> ☆ ☰

**IRS**

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**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](#) >

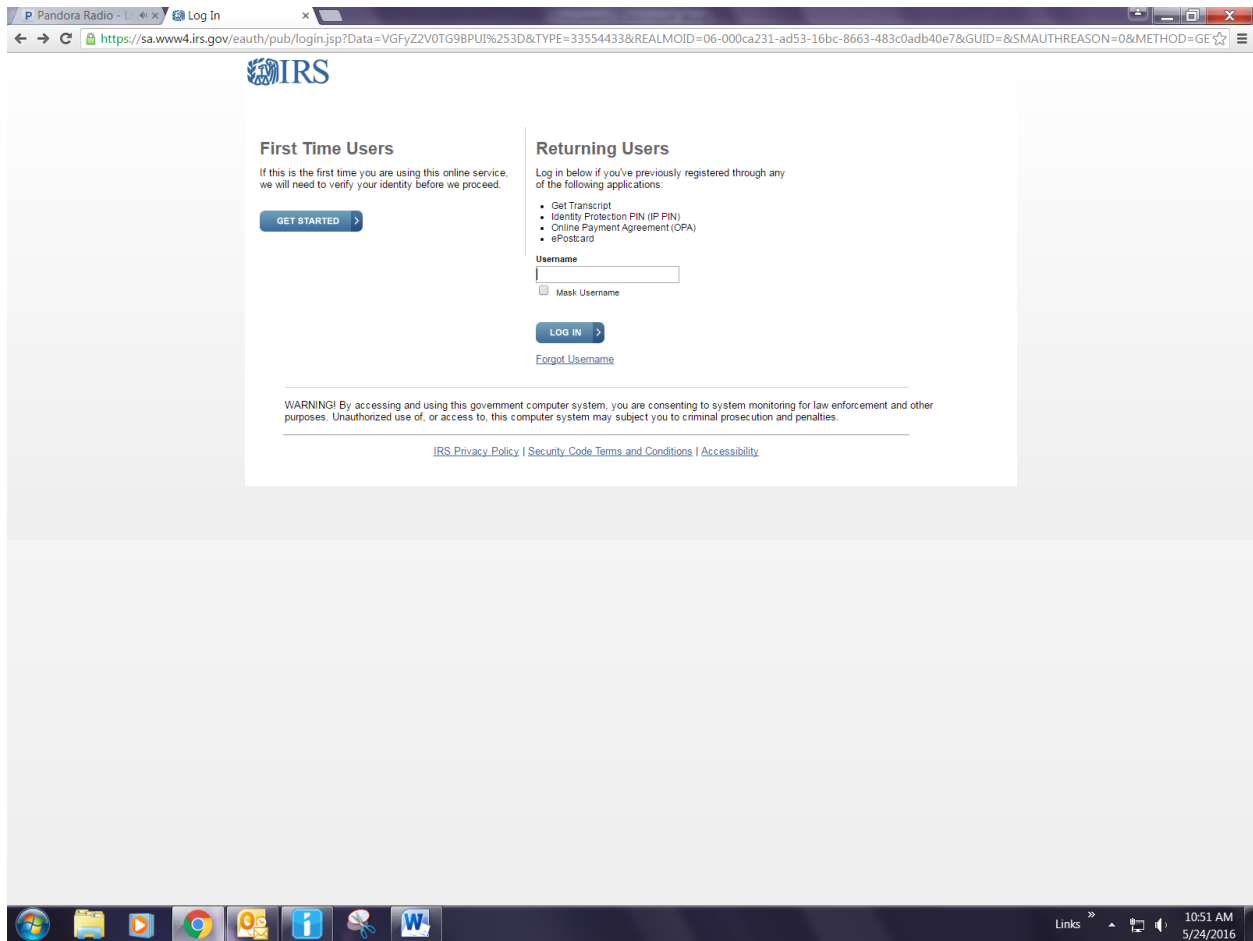
Version Build Date: 2016-04-21 14:59      Application Version Number: 1.1.0

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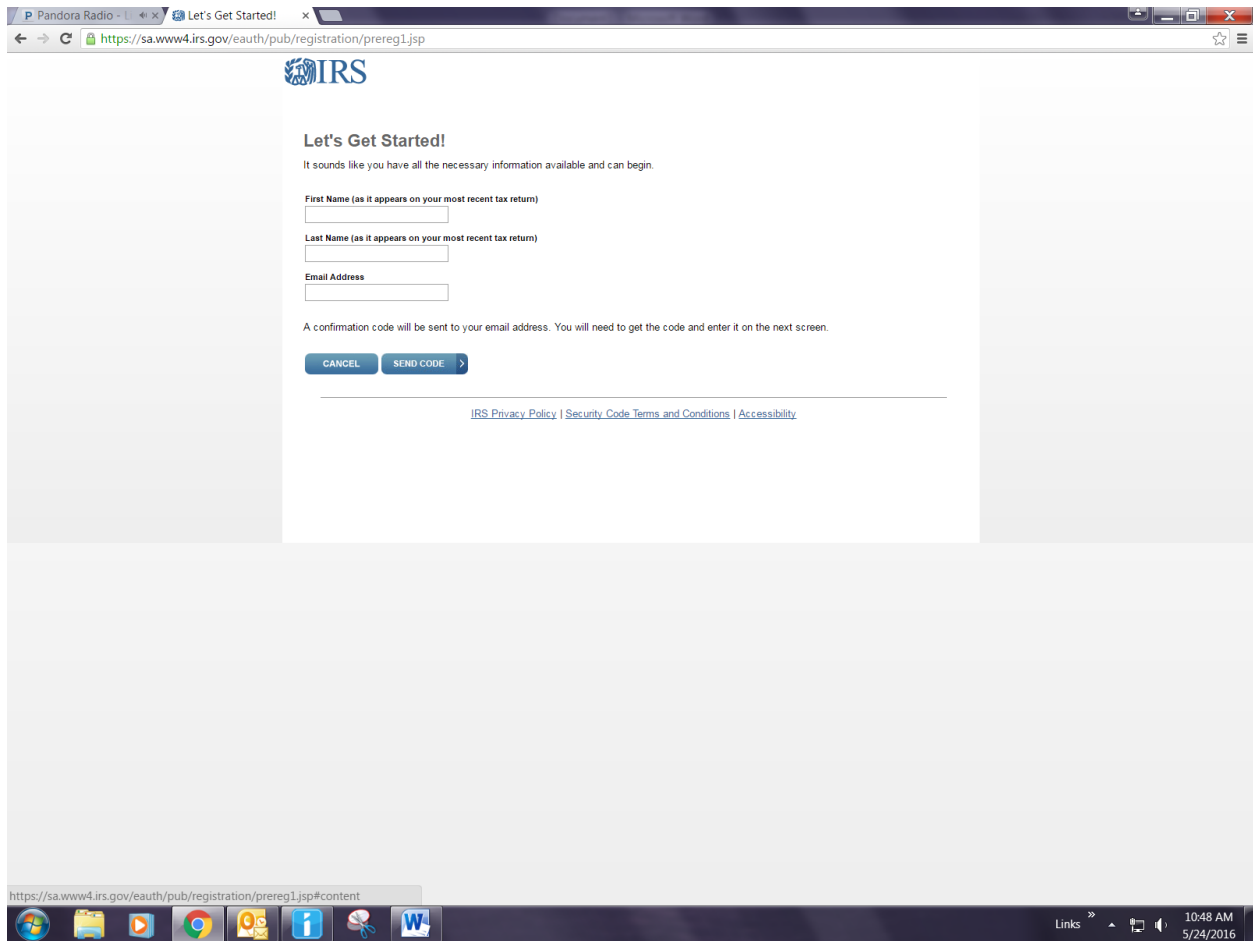
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Windows taskbar: 10:39 AM 5/24/2016

Here you will need to set up e-Postcard Profile so click on Manage E-Postcard Profile




After you are set up you can use this screen to login and then the next screen for your password to complete the login process.



Fill in the information and then a confirmation will be sent to the email you provided. You will use this screen to also sign in after you receive your confirmation number.

P Pandora Radio - Log In


https://sa.www4.irs.gov/eauth/pub/login\_password.jsp?ChallengeToken=EgNBRVMEEL64XauHjTs69ftqV56h8O%2B3UzzEjRFBnpK9esYBetWplBEC%2FiHWIwJE49QR%2B3OswbC6TZroGJCwyU3QZsYG8%



### Log In

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image:



Your Site Phrase:


watchlock

Password

.....

[Forgot Password](#)

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Password Screen

Fill in password that you created Put EIN number is and th

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

You are logged in as: **Preparer** | [Edit user type](#)

EIN   [ADD EIN](#)

**Currently Associated EIN(s)**

EIN	Organization Name	Date Added	Delete
27-3368505	NAWCC	03/29/2016	<input type="checkbox"/>
27-1477085	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	05/02/2016	<input type="checkbox"/>
27-1441932	PUGET SOUND CHAPTER 50 OF NATIONAL ASSOCIATION OF WATCH & CLOCK	05/06/2016	<input type="checkbox"/>
59-3105766	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	05/06/2016	<input type="checkbox"/>
42-1601299	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	05/11/2016	<input type="checkbox"/>
68-0434969	NORTHERN CALIFORNIA TIME KEEPERS	05/11/2016	<input type="checkbox"/>

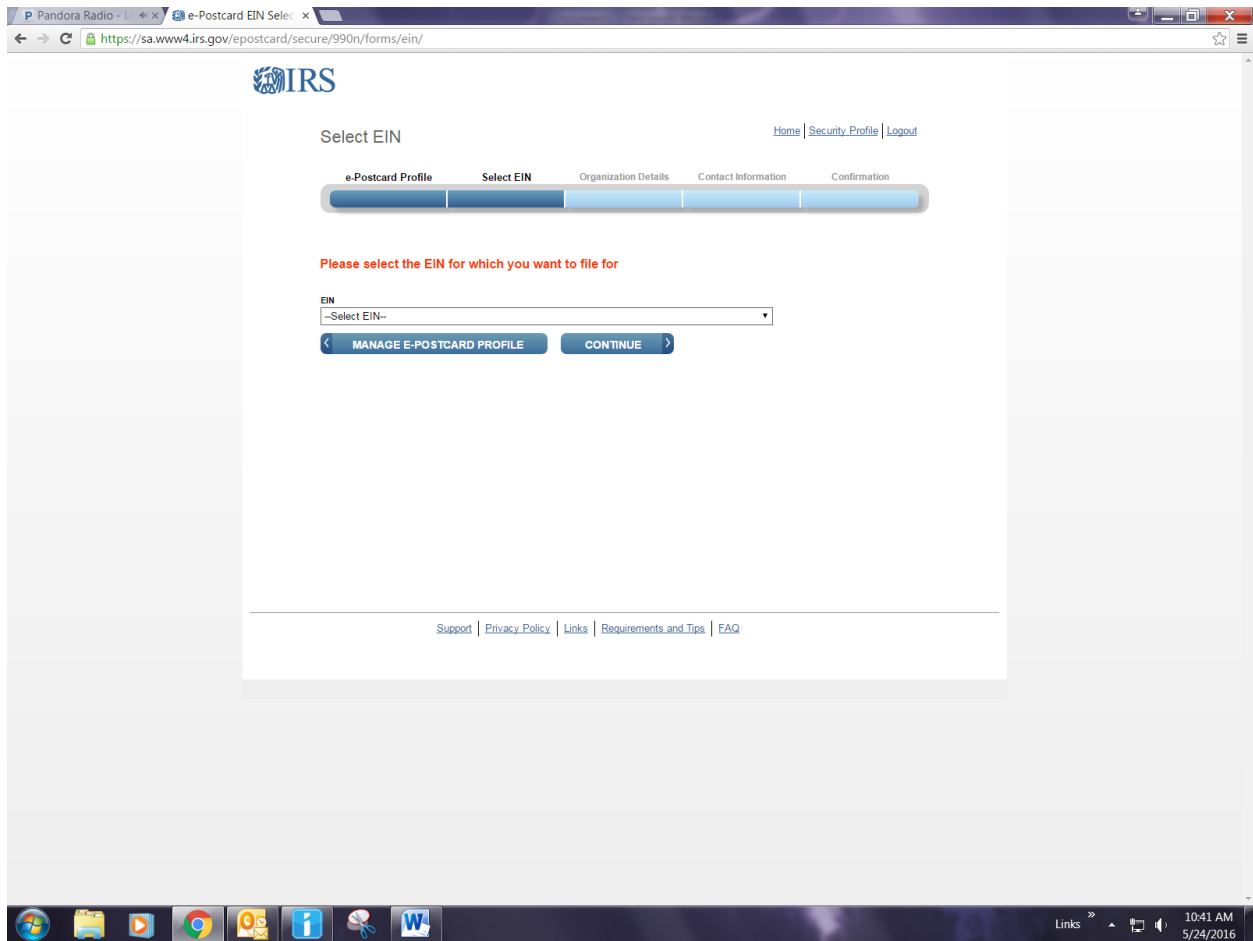
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[DELETE EIN](#) [CREATE NEW FILING](#)

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Enter your EIN number and then click add EIN. Then click Create New E-filing.



Select your EIN number from drop down box and click continue.

P Pandora Radio - L x x Form 990-N Organiz: x  
https://sa.www4.irs.gov/epostcard/secure/990n/forms/organization/



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

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

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

**Organization Information**

For the tax year ending  
 ?

Has your organization terminated or gone out of business?  
 ?

Are your gross receipts normally \$50,000 or less?  
 ?

Organization's legal name -Line 1  
 ?

Organization's legal name -Line 2  
 ?

Employer Identification Number (EIN)  
 ?

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Answer the questions and then click continue.



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Contact Information

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: NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC

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

**Organization:**

DBA Name

DBA Name - continued

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*

Zip Code\*

Organization's website address, if applicable

**Principal Officer:**

Type of Name\*


Person Name\*

javascript:void(0)

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Fill in the information and click submit. You will get a confirmation that says you have submitted your filing. You can then go back in and check the status of your filing.

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← → <https://sa.www4.irs.gov/epostcard/secure/home/> ☆ ☰

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[MANAGE E-POSTCARD PROFILE >](#)

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Click on Manage E-Postcard Filing

Manage Form 990-N (e-Postcard)

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
27-3368505	NAWCC	2014	03-31-2015	03-29-2016	Accepted	10065520160890060025	
27-1441932	PUGET SOUND CHAPTER 50 OF NATIONAL ASSOCIATION OF WATCH & CLOCK	2015	03-31-2016	05-06-2016	Accepted	10065520161270203111	
59-3105766	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	2015	03-31-2016	05-06-2016	Accepted	10065520161270203273	
27-1477065	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	2015	03-31-2016	05-06-2016	Rejected	10065520161270203181	
42-1601299	NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS INC	2015	12-31-2015	05-11-2016	Accepted	10065520161320237267	
68-0434969	NORTHERN CALIFORNIA TIME KEEPERS	2015	12-31-2015	05-11-2016	Accepted	10065520161320237458	

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If the filing's status is pending, you must click on the Action column and it will update the status of the filing.