

2014 IRS 990N e-Postcard Quick Reference Guide

Filing instructions for **NAP Units/Associations with gross receipts of \$50,000 or less — DUE APRIL 15, 2016**

WHAT DO YOU NEED TO DO?

1. **Verify Association or Unit EIN, if unsure call or e-mail NAP Headquarters:**
 - ▶ **NAP Headquarters Phone: 888-627-2929**
 - ▶ **E-mail address: Courtney@nap2.org**
2. Follow the instructions below to file the 990N e-Postcard for association or unit for fiscal year **beginning December 1, 2014 and ending November 30, 2015.**

LOGIN ON E-POSTCARD WEBSITE

1. Launch your web browser* from your desktop
2. Key: <https://www.irs.gov/Charities-&Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard> in the URL field of the Web browser
3. Click the Form 990-N Electronic Filing system (e-Postcard) link at the end of the first paragraph
4. Since this is a new site, you will have to create a username by clicking the Get Started button on the left side of the page

* If you have trouble completing your form using Internet Explorer, the IRS Help Desk suggests you download Mozilla's FireFox Web browser and use it. The FireFox Web browser is available at: www.mozilla.com/, click on "Free Download" and follow the prompts to download and install the free FireFox web browser.

COMPLETE THE FILING

1. After logging in as described above, click:	Create your Form 990-N (e-Postcard)
2. Complete the following fields: <ul style="list-style-type: none"> ▶ Has your organization terminated or gone out of business? ▶ Are your gross receipts normally \$50,000 or less? 	Answer: NO Answer: YES
3. Click Button:	"Next Page"
4. Complete the following fields: <ul style="list-style-type: none"> ▶ DBA name – Enter your organization's name: <ul style="list-style-type: none"> ▶ In Care of Name – Leave blank ▶ Mailing Address – Enter NAP's address: 	Association or Unit name 213 South Main Street Independence, MO 64050-3808
5. Website address – key association or unit website address if applicable	
6. <u>Verify all information is correct</u>	
7. Click button:	"Submit Filing to IRS"
8. The IRS will send notification through the mail to HQ	

IF YOU HAVE ANY PROBLEMS:

1. Write down the error message
2. Call 1-877-829-5500
3. Ask to speak to a 990-N Specialist
4. Provide the error message detail