

COMPLETING THE FORM 990-N

Completing the e-Postcard requires the eight items listed below:

- [Employer identification number](#) (EIN), also known as a Taxpayer Identification Number (TIN).
- [Tax year](#)
- Legal name and mailing address
- Any other names the organization uses
- Name and address of a principal officer
- Web site address if the organization has one
- Confirmation that the organization's annual [gross receipts](#) are [normally \\$25,000 or less](#) (\$50,000 for tax years ending on or after December 31, 2010)
- If applicable, a statement that the organization has terminated or is terminating (going out of business)

* Note that you cannot file the 990-N until after the last day of your fiscal year. This means the first day you can file is June 1st.

After gathering the information above, visit the following websites.

File the 990-N on or after June 1st at:

<http://epostcard.form990.org/>

For more information about filing the 990-N:

<http://www.irs.gov/charities/article/0,,id=169250,00.html>

Email a copy of your proof of filing to Maureen Kenney at mdkenney@yahoo.com to be uploaded to your chapter documents section of the SWS website.