

## How to Check the Last Date of Filing a 990

A Unit can check to see the last date of filing by doing the following:

1. Go to IRS.gov and then click on filing at top left.
2. This brings up another page.
3. Go to drop down on left side and click on Charities and Non Profits.
4. This brings up another page with filing information for Charities and Non-Profits.
5. Go to EO. Select, check and click.
6. Go down to the middle of the page. A blue box shows: exempt organizations and Select check tool, which turns red when your browser touches it.
7. Click on the arrow in the box. This brings up exempt organization. Select and check.
8. Go down to row of three items with 0 by them and click on "Have filed form 990N (epostcard). This brings up a section with EIN/Name etc. Enter your EIN # (Tax ID#), nine digits.
9. Drop down and select State of Texas.
10. Click search, which will pull up and show the status for an individual Unit. Keep in mind that it may not pull up under the city your Unit is located in, but may use the city of the person who files the form.

## How to File an IRS 990N E-Postcard

A Unit should do the following to file their 990s:

Go to [www.epostcard.form990.org](http://www.epostcard.form990.org).

This will bring up “file your electronic form 990N.” Follow the directions. The Unit must have their EIN #. First time users must register and obtain a log in, and then click on register as a new user. Prior users should have a log in ID number or password and go to [Step #2 or to create new epostcard in Quick Menu Section](#)

1. [After registering as new user](#) Go to exempt organization after reading the instructions and then click on next.
2. Enter ID type EIN # and then click on next.
  - This will bring up Log in ID Type.
  - Exempt Organization.
  - ID # will be your EIN number plus two numbers.
  - Organization name: American Legion Auxiliary.
3. Create your password (any combination of 6 to 15 characters).
4. Verify password.
5. Enter:
  - First Name
  - Last Name
  - Email Address
  - Verify Email Address
  - Daytime Phone

6. On the next page:

- Employer ID # (EIN)
- Tax Year
- Legal Name of Unit
- Any other Name
- Name and Address of Officer
- Gross Income: Less than \$50,000.00
- Website Address: No
- Terminated: Yes or No
- Active Units enter No

7. Save: Send

8. Accept and send email confirmation.

9. Forward email confirmation to Department @ [secretary@alatexas.org](mailto:secretary@alatexas.org).