

M E M O R A N D U M

TO: REGION, LOCAL AND UNIT TREASURERS
FROM: NICOLE MEEKS, STATEWIDE TREASURER
DATE: OCTOBER 2024
SUBJ: IRS Form 990-N e-Postcard Instructions

We are providing Form 990-N e-Postcard instructions to you because our records suggest that you are most likely required to submit a 990-N to the IRS. To verify which form you should use, please see the separate instructions CSEA provided in this mailing for “General Instructions for IRS Forms 990, 990-EZ and 990-N e-Postcard” along with our “Which Form Should You File” flowchart.

WHO MUST FILE A FORM 990-N e-Postcard?

A subordinate with gross receipts that are normally \$50,000 or less is required to file a 990-N e-Postcard (Electronic Notice) annually with the IRS.

If you determine that you should file a Form 990 or the 990-EZ instead, please go to CSEA’s website www.cseany.org, click on “SELECT APPLICATION”, then click on “OFFICER RESOURCES” and scroll down to “Treasurer’s Resources”. Choose the desired form from the “Annual Reports” drop-down list.

THE IRS FORM 990-N e-POSTCARD MUST BE COMPLETED ONLINE

If you do not have access to a computer, contact your Local or Region Treasurer for assistance or call the CSEA Internal Audit Department at (518) 257-1333 for assistance.

To access the IRS 990-N Filing Home Page:

- Visit the IRS Search Page at <https://www.irs.gov>.

Click on **Internal Revenue Service | An official website of the United ...**

- Enter “990N” in the search box and select the following result:
About Form 990-N, Electronic Notice for Tax-Exempt Organizations
- Scroll down to **READY TO FILE** and click the link.

The direct link to the Filing Page is <https://sa.www4.irs.gov/epostcard/>

Please refer to the CSEA “General Instructions” for additional information to submit the 990-N e-Postcard before proceeding with these more specific instructions.

Treasurers take note:

A successful 990-N Filing will produce the **Confirmation Screen** shown below.

The Filing Status should read "**ACCEPTED**".

If the status is **PENDING**, please wait up to 7 minutes and click to update the status.

Units send a copy of this confirmation screen to their Local Treasurer.

Locals send a copy of this confirmation to the Statewide Treasurer.

Confirmation

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

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** CIVIL SERVICE EMPLOYEES ASSOCIATION
- **EIN:** 12-3456789
- **Tax Year:** 2023
- **Tax Year Start Date:** 10-1-23
- **Tax Year End Date:** 9-30-24
- **Submission ID:** 10065520232777055915
- **Filing Status Date:** 10-11-24
- **Filing Status:** Accepted



[< MANAGE FORM 990-N SUBMISSIONS](#)

If the status returns a **REJECTED** result, please contact CSEA's Internal Operations Dept. at 518-257-1333.

See the attached document for detailed instructions.

990N e-POSTCARD

FILING GUIDE

Access the IRS Filing Site	Page 2
Create an account with LOGIN.GOV	Page 6
Log-in to IRS with LOGIN.GOV	Page 14
Create IRS User Profile (new users)	Page 17
File your 990 ePostcard	Page 21

ABOUT THE 990-N FILING INSTRUCTIONS

Form 990-N is used by small tax-exempt organizations for annual reporting and can only be completed and filed electronically. The filing notifies the government that the organization is still in operation, its income status, and updates point-of-contact information.

This guide provides screen-shots and directions to enable region/local/unit officers to access the IRS 990-N filing website, create an account, and file their annual 990-N e-Postcard.

Accessing the IRS Filing Site:

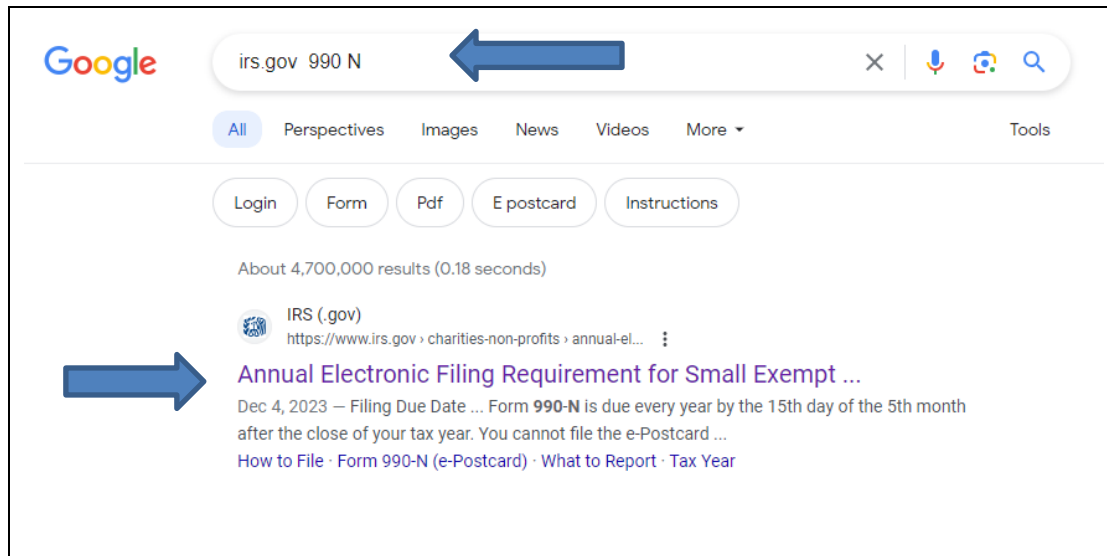
- Follow the directions and screen-shots **on page 3 below** to navigate to the **IRS 990-N filing website by searching : IRS.gov 990N**
- At the Log In Screen:
 - New users will have to create an account **via LOGIN.GOV** (page 3)
Be sure to have access to a cell phone to receive a verification code
 - Returning users will have to sign-in **via LOGIN.GOV** (page 15)
- At the IRS Filing site, new users will need to create a User Profile (page 18)
To create a profile, be sure to have access to email. Users will:
 - *Enter email information to obtain a confirmation code*
 - *Create a user ID and security profile*
 - *Create an e-Postcard profile and enter their organization's EIN number*
 - *File the annual 990-N e-Postcard*

NAVIGATE TO IRS FILING SITE:

Search for IRS.gov 990 N

Enter IRS.gov 990 N in the search box

IRS Form 990-N FILING GUIDE



CLICK → **[Annual Electronic Filing Requirement for Small Exempt Organizations](#)**

A screenshot of the IRS website page for "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". The page has a blue header with the IRS logo and navigation links for "Help", "News", "English", and "Charities & Nonprofits". Below the header is a navigation bar with links for "File", "Pay", "Refunds", "Credits & Deductions", and "Forms & Instructions", along with a search bar. The main content area has a breadcrumb trail: "Home / File / Charities and Nonprofits / Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". The title of the page is "Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)". Below the title is a navigation menu with three categories: "Individuals", "Businesses and Self-Employed", and "Charities and Nonprofits". The "Charities and Nonprofits" category is selected and highlighted. Under "Charities and Nonprofits", there is a sub-link for "Exempt Organization Types". The main content area has a heading "Who May File Form 990-N to Satisfy Their Annual Reporting Requirement?" and a paragraph: "In general, exempt organizations have an annual reporting requirement although there are [exceptions](#)." Below this paragraph is a sub-heading "Most small tax-exempt organizations that have an annual reporting requirement". To the right of the main content area, there is a section titled "Charities & Non-f" with a list of links: "A-Z Index", "Educational Resou", "Guidance", and "Publications".

Scroll down

IRS Form 990-N FILING GUIDE


IRS 990-N Filing Website - continued

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

Sign in/create an account with Login.gov or ID.me: The IRS requires a Login.gov or an ID.me account to submit Form 990-N. Form 990-N filers should use the same email address associated with their IRS account.

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) [PDF](#) for step-by-step instructions on how to submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.




Submit Form 990-N (e-Postcard)

Ready to File?

CLICK → [Submit Form 990-N \(e-Postcard\)](#)

ARRIVE AT IRS SIGN-IN or Create New Account Page




Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

Sign in with an existing account


Sign in with  **LOGIN.GOV**

Sign in with **ID.me**

Sign in with an existing IRS username

OR

Create a new account

Create an account  **LOGIN.GOV**

ID.me Create an account

Frequently Asked Questions

FIRST TIME USERS: CREATE AN ACCOUNT WITH LOGIN.GOV

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a private company. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Interests.

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

Sign in with an existing account

Sign in with LOGIN.GOV

Sign in with ID.me

Sign in with an existing IRS username

OR

Create a new account

Create an account LOGIN.GOV

ID.me Create an account

[Frequently Asked Questions](#)

Navigate to the IRS 990N Filing Website and Select

***CLICK: CREATE an ACCOUNT
with LOGIN.GOV***

LOGIN.GOV

Create your account

Enter your email address

Richard.clark@gmail.com

Select your email language preference
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

Enter your email address

Accept the Terms of Service

Select Submit

LOGIN.GOV

Check your email

We sent an email to richard.condelles@cseainc.org with a link to confirm your email address. Follow the link to continue creating your account.

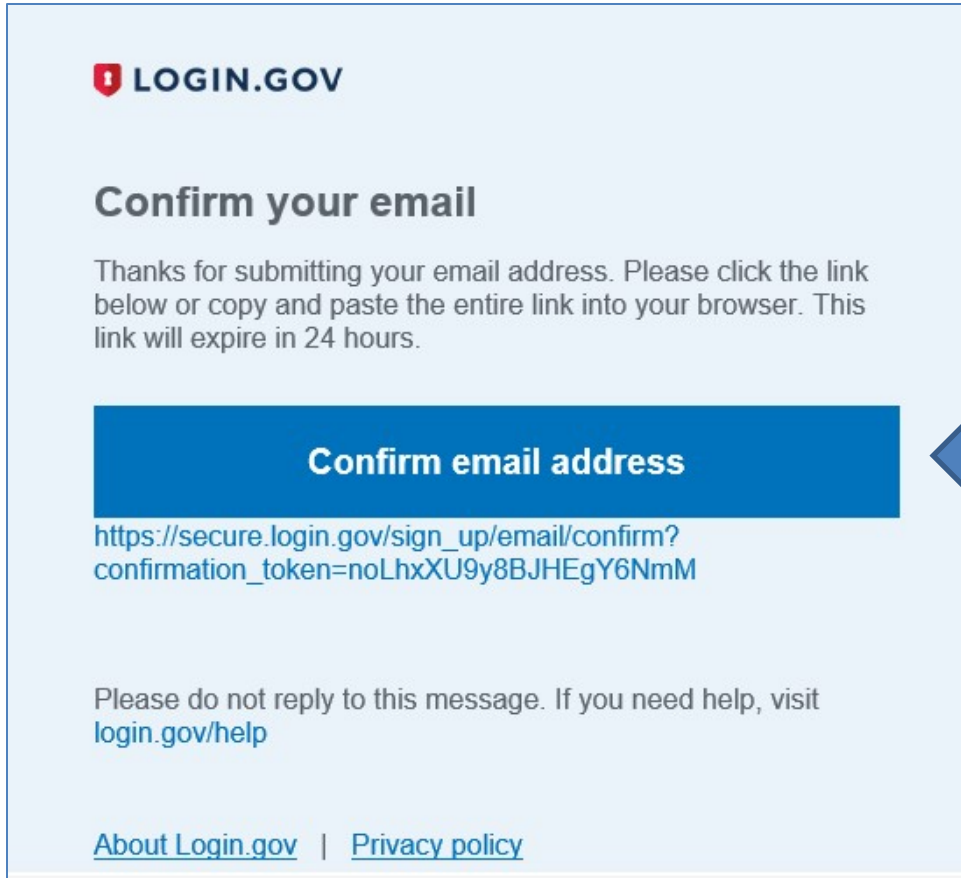
Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

Check your email

CHECK YOUR EMAIL:



CLICK: Confirm email address

RETURN TO LOGIN.GOV

CREATE PASSWORD

LOGIN.GOV

✔ You have confirmed your email address

Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password

Show password

Password strength: ...

Continue

Password safety tips [+](#)

[← Cancel account creation](#)

Enter Password

Select Continue

AUTHENTICATE

LOGIN.GOV

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.

- Security key**
A physical device, often shaped like a USB drive, that you plug in to your device.
- Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
- Authentication application**
Download or use an authentication app of your choice to generate secure codes.
- Text or voice message**
Receive a secure code by (SMS) text or phone call.
- Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Continue

SELECT TEXT OR VOICE



Select Continue

The screenshot shows the LOGIN.GOV interface for selecting a one-time code delivery method. At the top, the LOGIN.GOV logo is visible. Below it is an icon of a telephone handset with a green speech bubble containing four asterisks. The main heading reads "Send your one-time code via text message (SMS) or phone call". Below this, there is explanatory text: "We'll send you a one-time code each time you sign in." and "Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers." A "Phone number" section includes an example "(201) 555-0123" and a dropdown menu for country selection. The "How should we send you a code?" section has two radio button options: "Text message (SMS)" (which is selected) and "Phone call". A link for "Mobile terms of service" is provided. A blue "Send code" button is at the bottom, with a link to "Choose another option" below it.

Enter your phone number

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 518-603-2981. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

Entered the wrong phone number?
[Use another phone number](#)

[Choose another option](#)

Enter the code

LOGIN.GOV

✔ A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)

**Add another method OR
Select Skip For Now**

All done! Your account has been created!

Access your government benefits and services from your Login.gov account. [Learn more about Login.gov](#)

Your Account

- Add email address
- Edit password
- Delete account

Your authentication methods

- Add phone number
- Add authentication apps
- Add security key
- Add federal employee ID
- Get backup codes

Your connected accounts

History

- Forget all browsers

Customer support

Your account

Email preferences

Email addresses

richard.condelles@cseainc.org

+ Add new email

Language

English [Edit](#)

Password

***** [Edit](#)

Phone numbers

+1 518-603-2981 [Manage](#)

+ Add phone

Return to Sign-in Page to Login to IRS

Sign in with **LOGIN.GOV**



Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online

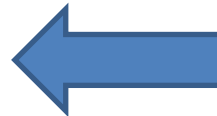
Login.gov is an account created, maintained, and secured by the U.S. government. ID.me

Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualifi

If you have an existing IRS username, please create an account with Login.gov or ID.me .

Sign in with an existing account

Sign in with  **LOGIN.GOV**



Sign in with **ID.me**

Sign in with an existing IRS username

_____ OR _____

Create a new account

Create an account  **LOGIN.GOV**

ID.me Create an account

LOGIN.GOV IRS

IRS is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Show password

Sign in

[First time using Login.gov?](#)

Create an account

[Sign in with your government employee ID](#)

Enter your email address

Enter your password

Select Sign-in

LOGIN.GOV IRS

Enter your one-time code

We sent a text (SMS) with a one-time code to (***)**-2981. This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

[Send another code](#)

[Can't use your phone? Choose another authentication method](#)

[Cancel](#)

Retrieve code from your phone

Click SUBMIT

ARRIVE AT THE 990N FILING WEBSITE

The screenshot shows the IRS Form 990-N Filing Website interface. At the top left is the IRS logo. The main heading is "Electronically file your Form 990-N (e-Postcard)". To the right are links for "Home", "Security Profile", and "Logout".

There are two main sections:

- e-Postcard Profile:** This section explains that before creating a Form 990-N (e-Postcard), the user must create an e-Postcard Profile. It lists three steps: 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. Below this, it states "More information on who must file a Form 990-N." and "Once created, you can update your e-Postcard profile at any time. Click the button below to get started." A blue button labeled "MANAGE E-POSTCARD PROFILE" with a right-pointing arrow is at the bottom of this section.
- Manage Form 990-N Submissions:** This section explains that once the e-Postcard Profile is created, the user 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. Below this, it says "Click on the button below to get started." A blue button labeled "MANAGE FORM 990-N SUBMISSIONS" with a right-pointing arrow is at the bottom of this section.

At the bottom of the page, it displays "Application Version Number: 1.2.0" and "Version Build Date: 2022-11-09 15:55". A footer contains links for "Support", "Privacy Policy", "Links", "Requirements and Tips", and "FAQ".

YOU ARE NOW READY TO ENTER YOUR EIN NUMBER AND FILE YOUR 990-N

PROCEED TO IRS 990-N FILING INSTRUCTIONS

Create IRS User Profile

SCREEN A: MANAGE e-Postcard PROFILE

Electronically file your Form 990-N (e-Postcard)

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

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

Application Version Number: 1.0.1
Version Build Date: 2016-02-29 22:16

Before the **first** filing, you must establish a Filing Profile for your organization.

To establish a filing profile, **CLICK MANAGE E-POSTCARD PROFILE.**

SCREEN B: SELECT EXEMPT ORGANIZATION

e-Postcard Profile

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

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

Please select Exempt Organization or Preparer

User Type
--Select One--

PREVIOUS **CONTINUE**

Click on the **Dropdown List**

SCREEN C: SELECT EXEMPT ORGANIZATION – cont'd

The screenshot shows the IRS e-Postcard Profile interface. At the top left is the IRS logo. Below it, the text 'e-Postcard Profile' is displayed. A navigation bar contains five tabs: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The 'e-Postcard Profile' tab is active. In the top right corner, there are links for 'Home', 'Security Profile', and 'Logout'. Below the navigation bar, a red instruction reads 'Please select Exempt Organization or Preparer'. Underneath, a 'User Type' dropdown menu is open, showing three options: '--Select One--', 'Exempt Organization', and 'Preparer'. A blue arrow points to the 'Exempt Organization' option.

Select **Exempt Organization**

SCREEN D: SELECT EXEMPT ORGANIZATION – cont'd

This screenshot shows the same IRS e-Postcard Profile interface as Screen C. The 'User Type' dropdown menu is now closed, and 'Exempt Organization' is selected. Below the dropdown menu, there are two buttons: 'PREVIOUS' and 'CONTINUE'. A blue arrow points to the 'CONTINUE' button.

CLICK **CONTINUE**

SCREEN E: e-POSTCARD PROFILE

The screenshot shows the 'e-Postcard Profile' page with a progress bar at the top containing five steps: 'e-Postcard Profile', 'Select EIN', 'Organization Details', 'Contact Information', and 'Confirmation'. The first step is highlighted. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There are two input fields for EIN: the first contains '12' and the second contains '3456789'. An 'ADD EIN' button is to the right of the second field. Below this is a section titled 'Currently Associated EIN(s)' with a table that has columns for 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table is empty, with the text 'No EINs are currently associated with your ID' below it. At the bottom of this section are two buttons: 'DELETE EIN' and 'CREATE NEW FILING'.

Enter your organization’s Employee Identification Number (EIN) in the two spaces provided.

CLICK → ADD EIN

USER ACCOUNT NOW CREATED

Remember to record your User ID, Password, Site Phrase and Challenge Questions and Answers in a secure location.

YOU MAY LOGOUT, OR CONTINUE BELOW TO FILE THE 990-N e-POSTCARD

SCREEN F: e-POSTCARD PROFILE - continued

IRS

e-Postcard Profile

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

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

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

EIN

ADD EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	10/05/2018	<input type="checkbox"/>

<<< Prev Page 1 Next >>>

DELETE EIN **CREATE NEW FILING** ←

The EIN and Organization Name will appear in the list of associated EINs.
Note: The organization name will always be **Civil Service Employees Association**

CLICK → CREATE NEW FILING

PROCEED TO 990N FILING INSTRUCTIONS

FILE YOUR 990N ePOSTCARD

ARRIVE AT 990N FILING WEBSITE!

The screenshot shows the IRS Form 990-N e-Postcard filing website. At the top left is the IRS logo. The main heading is "Electronically file your Form 990-N (e-Postcard)". In the top right corner, there are links for "Home", "Security Profile", and "Logout".

There are two main columns of content:

- e-Postcard Profile:** This section explains that before creating a Form 990-N (e-Postcard), the user must create an e-Postcard Profile. It lists three steps: 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. Below this, it states "More information on who must file a Form 990-N." and "Once created, you can update your e-Postcard profile at any time. Click the button below to get started." At the bottom of this column is a blue button labeled "MANAGE E-POSTCARD PROFILE" with a right-pointing arrow.
- Manage Form 990-N Submissions:** This section explains that once the e-Postcard Profile is created, the user 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. Below this, it says "Click on the button below to get started." At the bottom of this column is a blue button labeled "MANAGE FORM 990-N SUBMISSIONS" with a right-pointing arrow.

At the bottom of the page, there is a footer with the text: "Application Version Number: 1.2.0" and "Version Build Date: 2022-11-09 15:55". At the very bottom, there are links for "Support", "Privacy Policy", "Links", "Requirements and Tips", and "FAQ".

STOP: If you have not already added your organization's EIN, proceed to *CREATE FILING PROFILE*, on page 17.

IRS Form 990-N FILING GUIDE

SCREEN 1: MANAGE / SUBMIT

Electronically file your Form 990-N (e-Postcard)

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

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

Application Version Number: 1.0.1
Version Build Date: 2016-02-29 22:16

CLICK → MANAGE FORM 990-N SUBMISSIONS

SCREEN 2: MANAGE FORM 990-N

Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2015	9-30-2015	12-21-2015	Accepted	106552016062002145	

««« Prev Page 1 Next »»»

CREATE NEW FILING

This screen will show previous filings (if any) and their status.

CLICK → CREATE NEW FILING

IRS Form 990-N FILING GUIDE

SCREEN 3: SELECT EIN

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Please select the EIN for which you want to file for

EIN
--Select EIN--

MANAGE E-POSTCARD PROFILE CONTINUE

Choose your EIN from the dropdown list.

CLICK → SCROLL DOWN ARROW

SCREEN 4: SELECT EIN – cont'd

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Please select the EIN for which you want to file for

EIN
12-3456789 - CIVIL SERVICE EMPLOYEES ASSOCIATION

MANAGE E-POSTCARD PROFILE CONTINUE

CLICK → To Select and Highlight the EIN.

CLICK → CONTINUE

SCREEN 5: ORGANIZATION DETAILS

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)
 ?

Verify that the tax year ending date is **September 30, 2024**. If not, please contact the Statewide Treasurer's office at 518-257-1256 for instructions.

Answer the two questions as shown:

Has your organization terminated or gone out of business: **CLICK → NO**
 Are your gross receipts normally \$50,000 or less: **CLICK → YES**

Note: If you are unsure of your annual receipts or your eligibility to file a 990-N, please contact the Statewide Treasurer's office for assistance.

CLICK → CONTINUE

SCREEN 6: CONTACT INFORMATION



Contact Information

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

[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:

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name



DBA Name - continued

[ENTER ADDITIONAL DBA NAMES](#)

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*

Country*

Number and Street (or PO Box)*

City or Town*

State*

Zip Code*



[PREVIOUS](#) [CANCEL FILING](#) [SAVE FILING](#) [SUBMIT FILING](#)

CONTACT INFORMATION SCREEN INSTRUCTIONS

Organization:

Enter the DBA Name of the Organization. This should follow the formats below:

- CSEA Local 800, ANY COUNTY
- CSEA Unit 800-123400 Any Town Highway Dept

Enter the Country, Street, City, State and Zip code of the Organization. If the organization does not have a separate address, enter the address of the principal officer selected below.

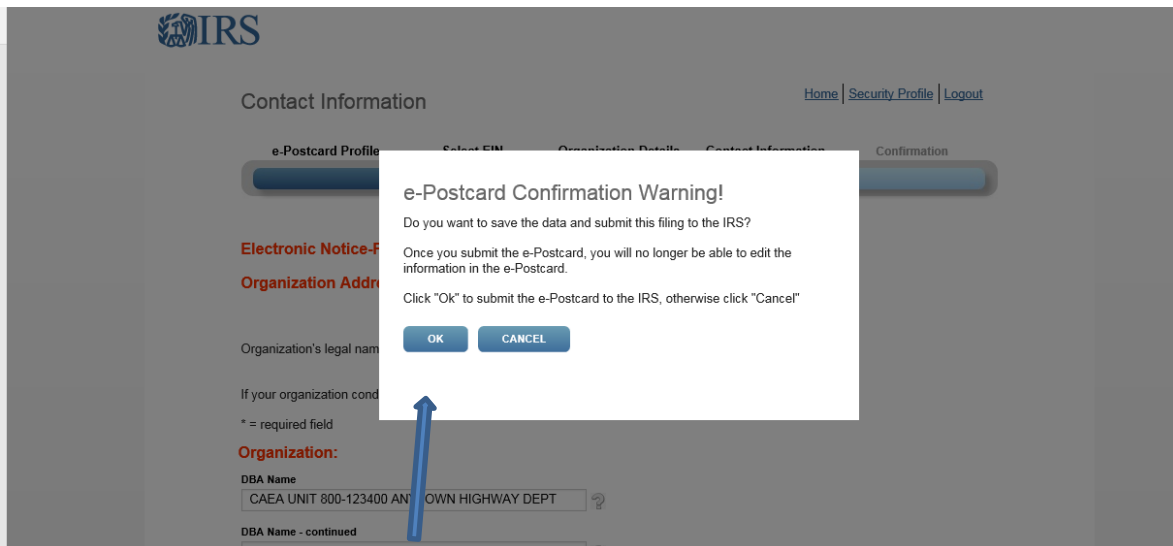
Principal Officer:

Select Type of Name: **PERSON**

Enter Name and address of the person to be contacted by the IRS if necessary. If the organization does not have a separate office, this should be the same address as entered under Organization.

CLICK → SUBMIT FILING

A POP- UP BOX WILL ASK IF YOU WANT TO SUBMIT THIS FILING TO THE IRS



CLICK → OK

SCREEN 10: CONFIRMATION

Confirmation [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: CIVIL SERVICE EMPLOYEES ASSOCIATION
- EIN: 12-3456789
- Tax Year: : **2023**
- Tax Year Start Date: 10-01- **2023**
- Tax Year End Date: 09-30- **2024**
- Submission ID: 10065520232777055915
- Filing Status Date: 10-04- **2024**
- Filing Status: Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[← MANAGE FORM 990-N SUBMISSIONS](#)

This screen summarizes the 990-N filing.

NOTE: FILING STATUS: **PENDING**

CLICK → “Print” to print a copy of this page for your records.

NOTE: This page only shows a filing status of PENDING and confirms that the 990-N has been *submitted*.

CLOSE PRINT WINDOW TO RETURN TO CONFIRMATION SCREEN

Continue below to verify that the 990-N has been ACCEPTED by the IRS.

CLICK → **MANAGE FORM 990-N SUBMISSIONS**

SCREEN 7: MANAGE FORM 990-N STATUS PENDING

Manage Form 990-N (e-Postcard)

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2023	9-30 2024	10-2 2024	Pending	10065520160620002173	"Get Updated Status" action available 7 minutes following submission

««« Prev Page 1 Next »»»

CREATE NEW FILING

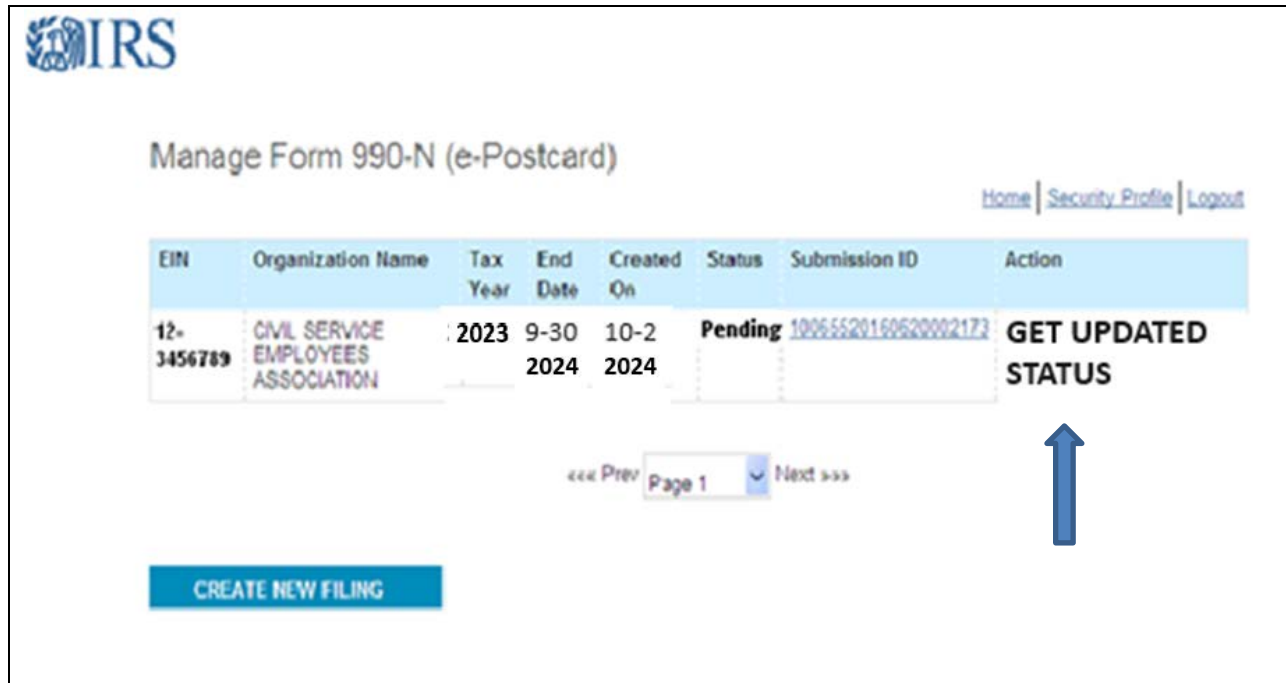
Initially the filing status will be **PENDING**

After 7 minutes **CLICK → F5** to Refresh Status Information

DO NOT SUBMIT A RECEIPT INDICATING PENDING

IRS Form 990-N FILING GUIDE

SCREEN 8: UPDATE 990-N STATUS PENDING– cont’d



Manage Form 990-N (e-Postcard)

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2023	9-30 2024	10-2 2024	Pending	10065520160620002173	GET UPDATED STATUS

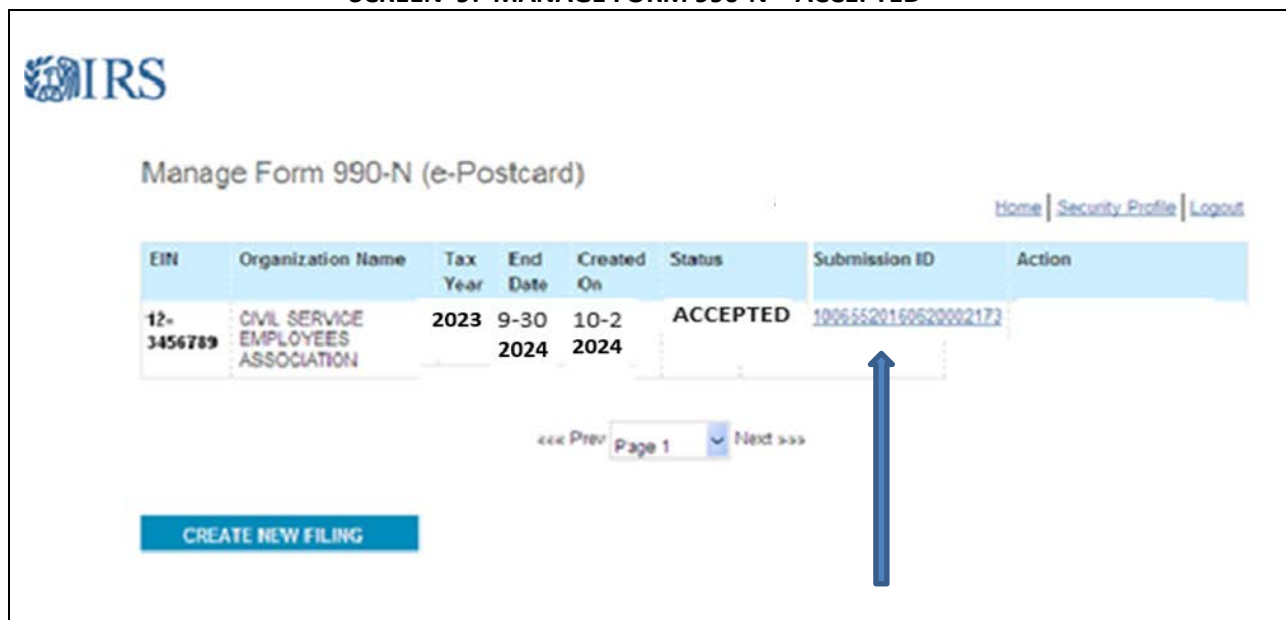
«« Prev Page 1 Next »»

CREATE NEW FILING

The Action Box should change to: “Get Updated Status”

CLICK → GET UPDATED STATUS.

SCREEN 9: MANAGE FORM 990-N – ACCEPTED



Manage Form 990-N (e-Postcard)

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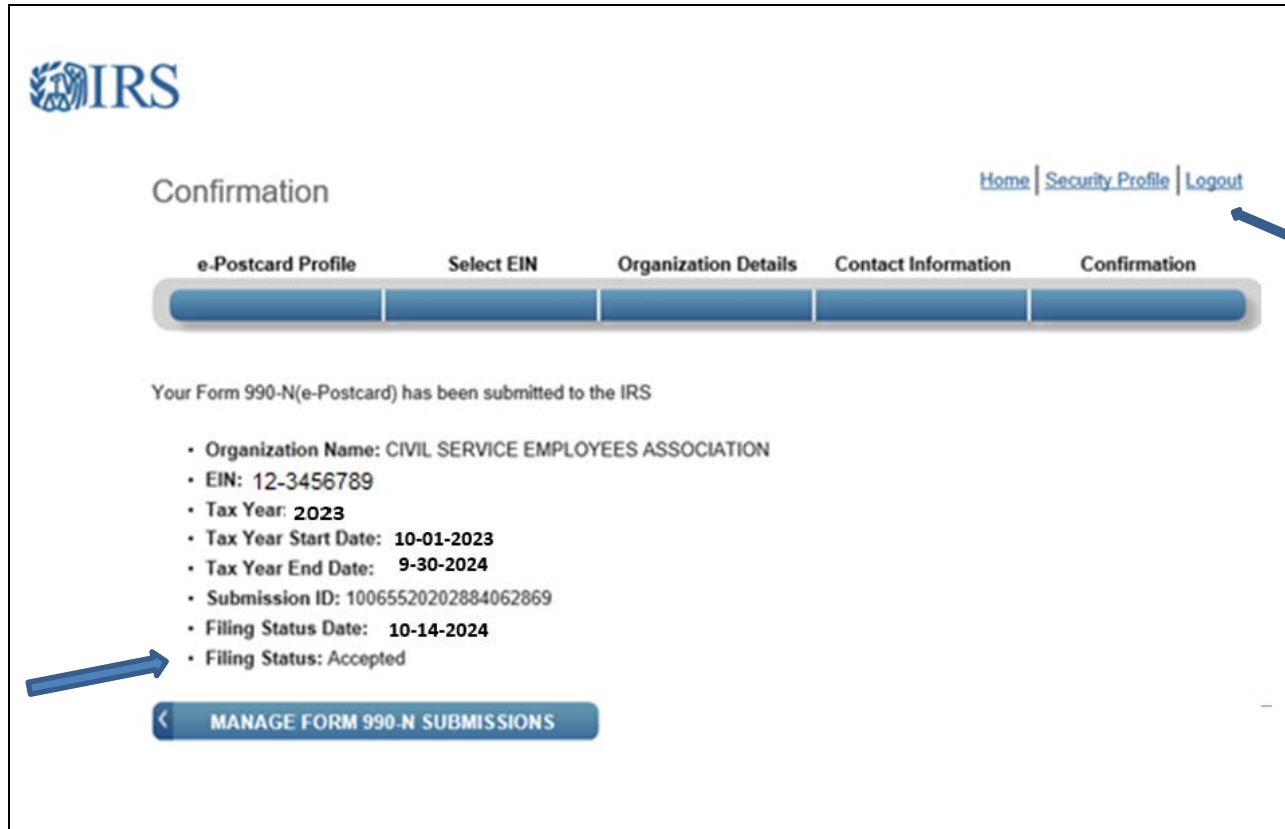
EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
12-3456789	CIVIL SERVICE EMPLOYEES ASSOCIATION	2023	9-30 2024	10-2 2024	ACCEPTED	10065520160620002173	

«« Prev Page 1 Next »»

CREATE NEW FILING

Once the status changes CLICK → Submission ID.

SCREEN 10: CONFIRMATION



The Filing Status will show either ACCEPTED or REJECTED

***** **PRINT THE CONFIRMATION SCREEN** *****

CLICK → LOGOUT

If the Filing Status is REJECTED:

If the confirmation indicates the e-postcard was REJECTED please forward a copy to the CSEA Audit Department at internaloperations@cseainc.org and then call the CSEA STATEWIDE TREASURER at (518) 257-1256 to discuss how to proceed.

If the Filing Status is ACCEPTED:

- ✓ File a copy in the Local or Unit's records as proof of filing the Form 990- N for the fiscal year.
- ✓ **Locals submit a copy of the confirmation** to the CSEA Statewide Treasurer along with their completed Annual Financial & Audit Reports by Jan 1.
- ✓ **Units should submit a copy of the confirmation** to their CSEA Local Treasurer along with their completed Annual Financial & Audit Reports by Jan 1.
NOTE: Local Treasurers are required to forward copies of their Units' 990-N confirmations to the CSEA Statewide Treasurer.

Congratulations, you are done for the year.