

IRS FORM 990-N INSTRUCTIONS

First timers:

- 1) Request an ID. Go to www.dkg.org and click IRS filling under "Dates to Remember" (first page). Go to (1) log onto <http://epostcard...> Register as a new user(1) for an exempt organization. You will need the CHAPTER'S EIN number, it is found at the top of Form 18. Fill in rest, make up a password and send. I have been using chapter names as passwords.
- 2) 990-N. You will receive an email from the IRS with the info on it, link to the website. There will be questions to answer, see help below.
- 3) You will receive an email from IRS that it was accepted. Copy and keep. Email one to me.

Experts:

- 1) Go to www.dkg.org and click IRS filling under "Dates to remember". Go to (1) log onto <http://epostcard...> Create your Form 990-N. Your EIN followed by 01 should work.

Not filling is not an option. They are going to remove the federal exempt status and charge your chapter \$50 possibly if you don't. You may even get a call or letter from the IRS.

Answers to questions:

EIN number is 9-digit tax number unique to your chapter.

Organization's legal name is The Delta Kappa Gamma Society International-**Should be there already.**

Year would be July 1, 2009 to June 30, 2010. **Make sure this is what they have.**

Mailing address is CHAPTER TREASURER's address.

Principal officer's name and address- CHAPTER TREASURER.

On second page it asks for other names- Put in chapter name

Answer yes for \$25,000 or less.

Answer no on out of business unless your chapter has desolved.