990 N FILING INSTRUCTIONS

All chapters are who agree to be part of the AANN group tax exemption are exempt from federal income taxes as a 501c6 organization. With this expemption all entities are still required to file an annual tax return with the IRS (Form 990). If the chapters "normally" has less than $50,000 in annual gross receipts this requirement is met by filing a 990-N e-Postcard. This filing must be done electronically and certifies that your Chapter is a subordinate of AANN and that your chapter's annual gross receipts are normally less than $50,000. Form 990-N is due by May 15th after the close of the tax year.

AANN will continue to file the group tax exemption for the Chapters with completion of the e-Postcard and Compliance Report.

Please carefully review the information needed to file the e-Postcard for the 2018 Tax Filing.

Information Needed to File e-Postcard

- **Charitable Organizations**
- **Churches and Religious Organizations**
- **Political Organizations**
- **Private Foundations**
- **Other Non-Profits**
- **Contributors**
- **Search for Charities**
- **Education Sessions**
- **Charity and Nonprofit Audits**
- **Life Cycle**
- **Free e-Newsletter**

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

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual gross receipts are $50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

Additional information:

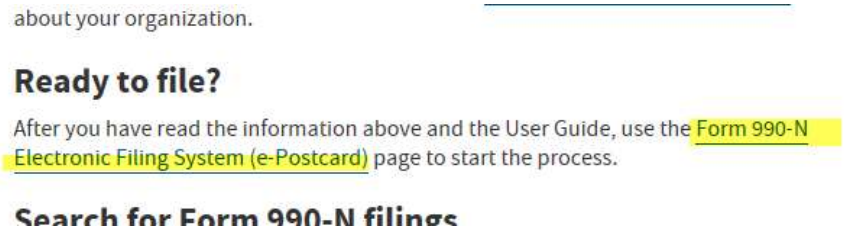
Form 990-N: Information Reported

Materials you need to have ready are as follows:

1. EIN Number provided in the Compliance Report from AANN
2. Chapter contact name and address
3. Chapter President name and address
4. Chapter website address (if applicable)
5. Confirmation that annual gross revenue is less than $50,000
6. Please reference the attached IRS Form 990-N Electronic Filing System User Guide. This is a helpful tool and most issues can be avoided if you follow the guide. An example of a filing for an AANN chapter is below. Please pay attention to details on addresses to use, etc.
7.

8. To begin, open the electronic filing page at *https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard*

9. When you have all necessary information click on the link in the Ready to file? Section towards the bottom of the page


about your organization.

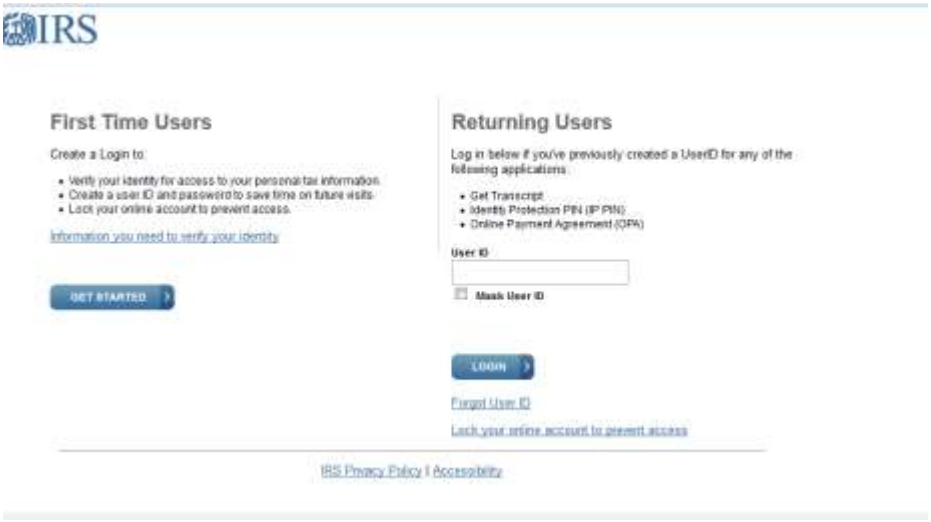
Ready to file?

After you have read the information above and the User Guide, use the Form 990-N Electronic Filing System (e-Postcard) page to start the process.

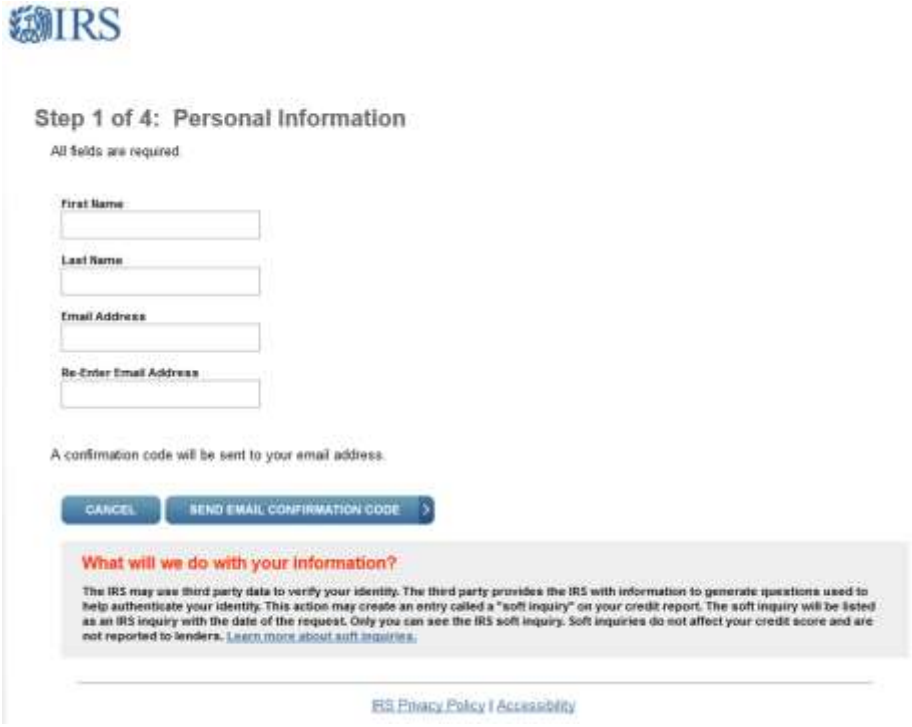
10. **Search for Form 990-N filings**

You will need to log in or register as a new user. Refer to the Users Guide for details regarding user name and password requirements. You will also be required to create a site phrase, select a site image and choose four challenge questions.

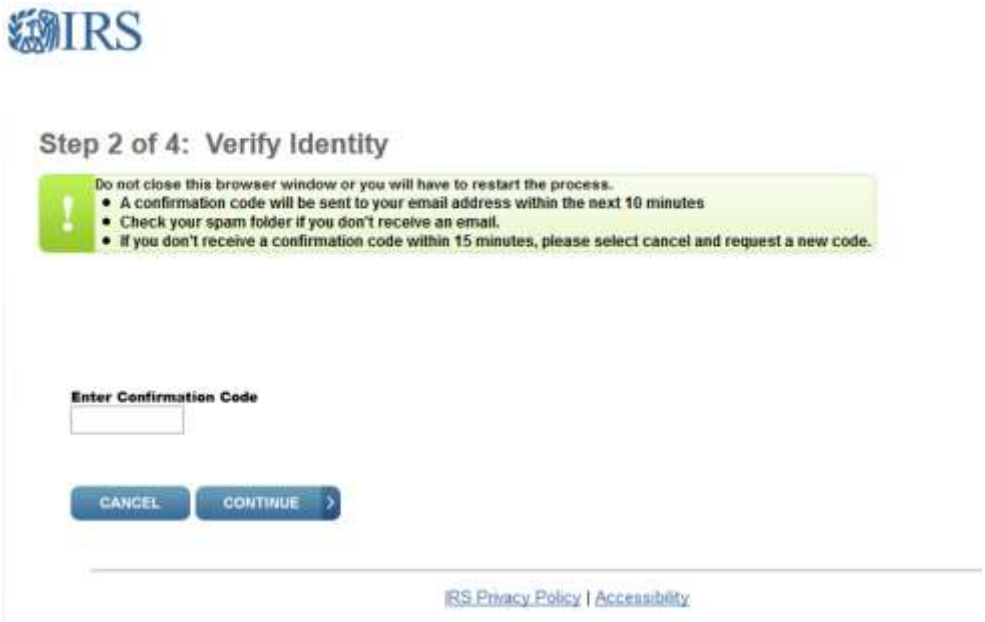
Click Get Started under First Time User



Supply the requested information:



The IRS will email a confirmation code – enter it on the next screen to continue. Do not enter the dash, it will appear automatically



Complete the security profile. Make note of your user ID and password as you will need it to access the site in the future.

IRS

Step 3 of 4: Security Profile

All fields are required.

User ID and Password

User ID
jsheremmer

Password
••••••••••

Re-enter Password
••••••••••

Enter a User ID of your choice. The User ID cannot be an email address, SSN, or contain a space, or special character (!@#$%^&*).

Password Rules:
- Between 8 and 20 characters long.
- Must contain at least one numeric and one special character (!@#$%^&*).
- At least one uppercase and at least one lowercase letter.
- Matching password must be re-entered.

Primary Email
jsheremmer@connect2aanc.com

Secondary Email (optional)

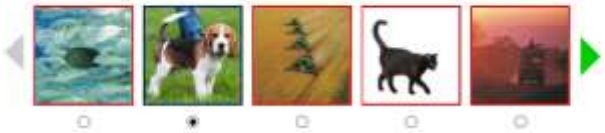
Unique phrase which will be included in confirmation emails sent by IRS Online Services to you

Site Phrase

Create a site phrase that you will recognize when you login.

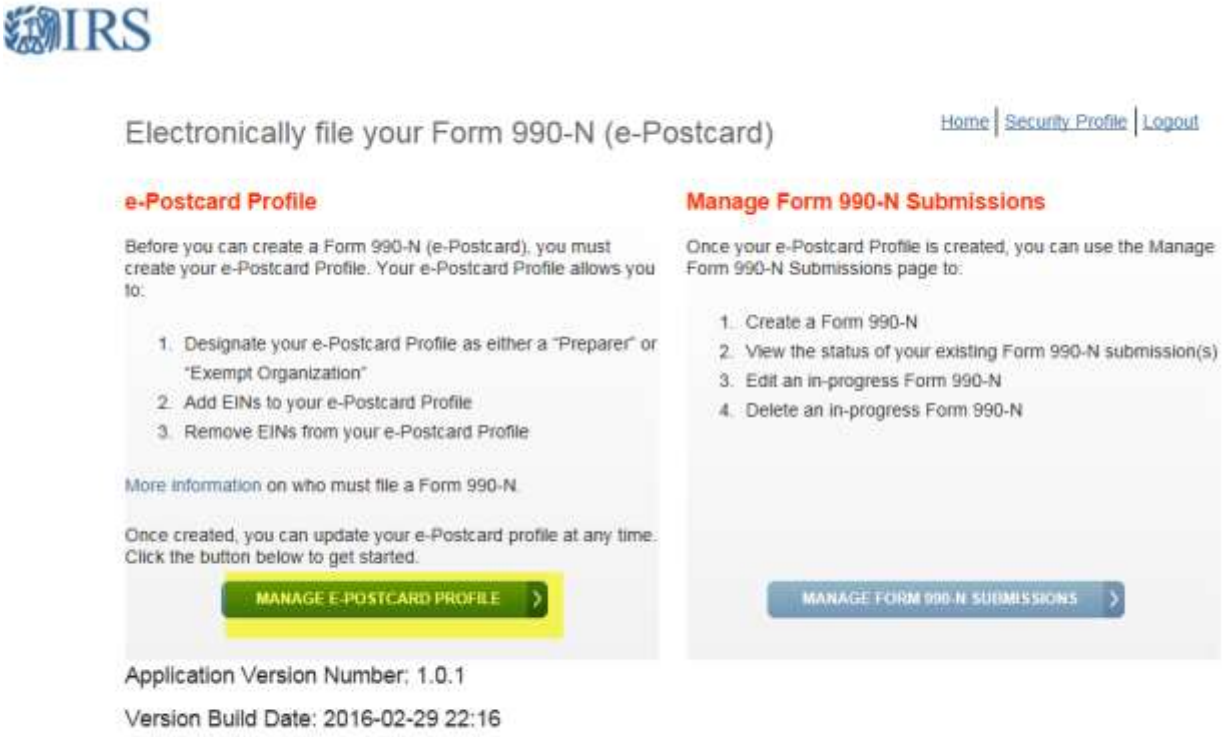
Site Image

Select an image that you will recognize when you login.

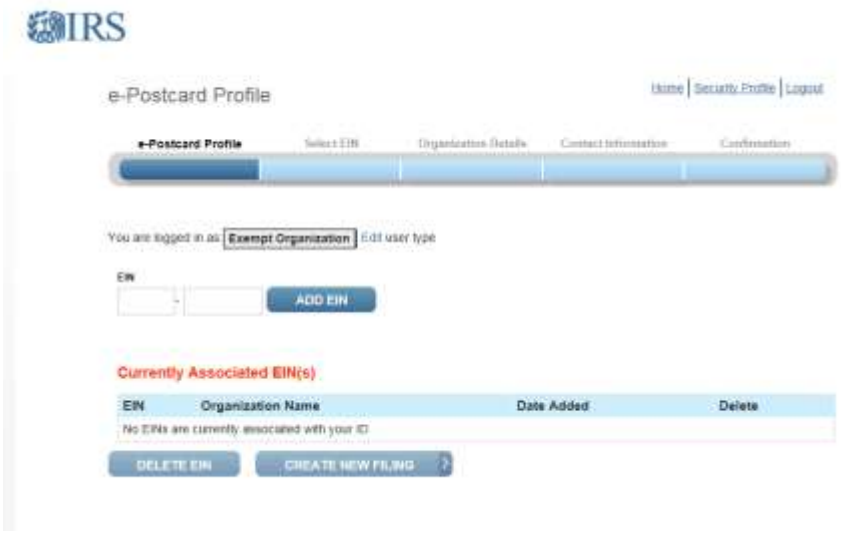


Challenge Questions

You also need to create an e-Postcard Profile before you can file the 990N. Click on Manage E-Postcard Profile



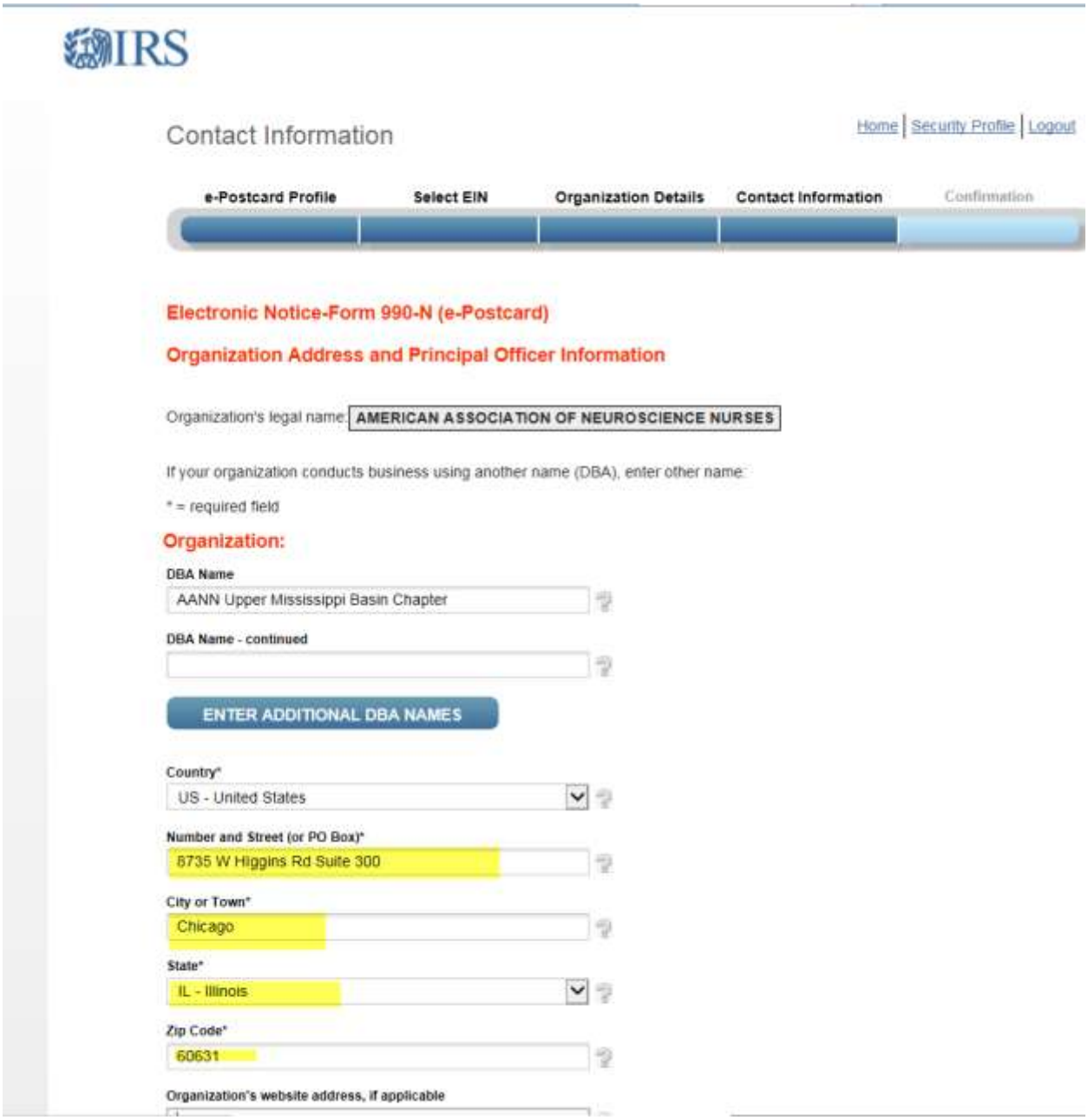
Enter **your Chapter EIN** and click "add EIN". You should then see your EIN listed under "Currently Associated EIN". Click on Create New Filing



You should then see your organization information. Click on "Create New Filing"



Now enter your chapter's organization and principal officer information. The name that appears in the IRS database will be the beginning of your name as submitted when obtaining your EIN number. If you conduct business under another name (for example: AANN-chapter name) enter that in the DBA name fields on the next page**. If the legal name that is visible is only AANN as in the example above it is important to add a DBA with the chapter name.**

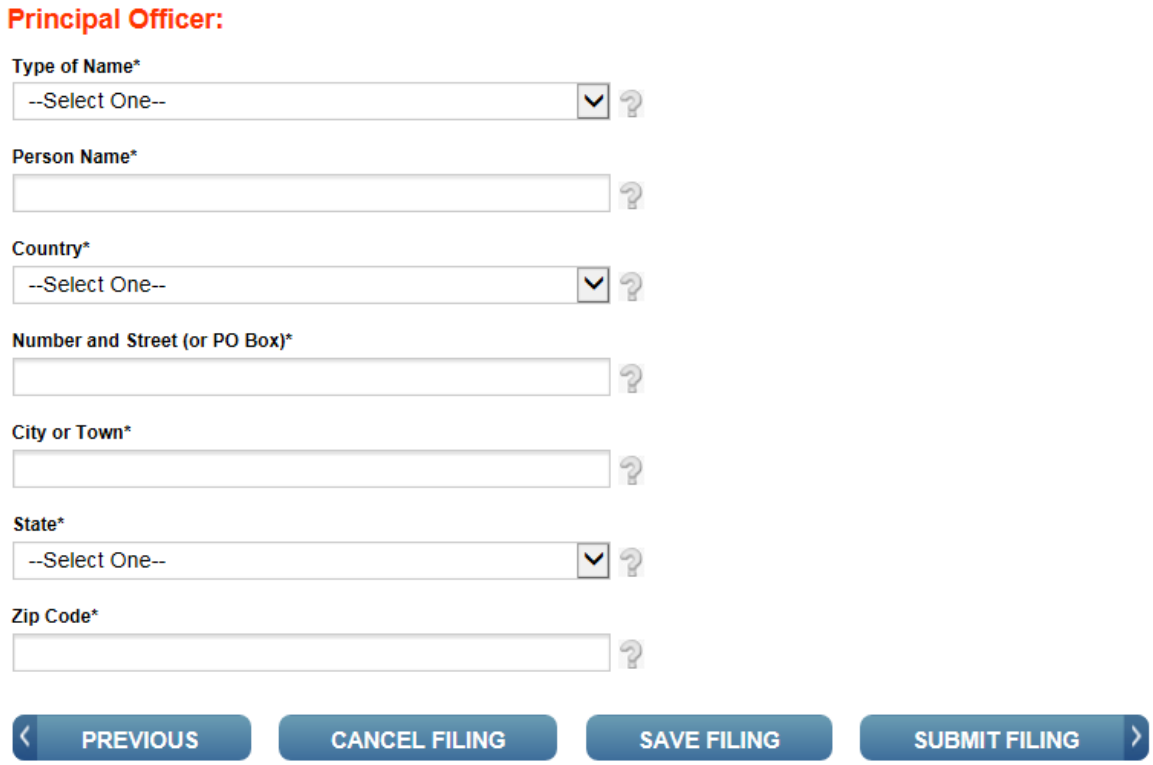


Add DBA name that identifies the chapter

Enter the organization address as the national office address in Chicago as noted below

Enter website if your chapter has a website

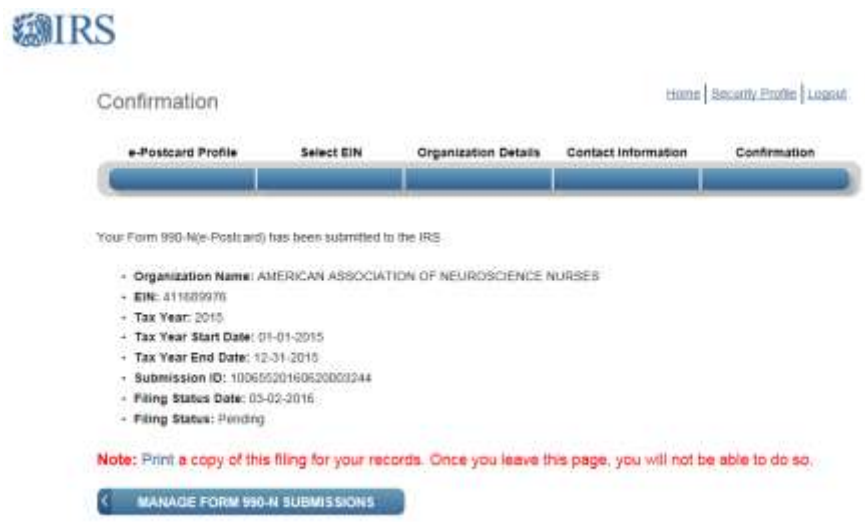
Enter the principal officer's name and address (this would usually be the president). Once that is complete you can hit Submit filing. If you want to save the filing and finish it later you can use the save filing button. The 990N will not be complete until you hit Submit.

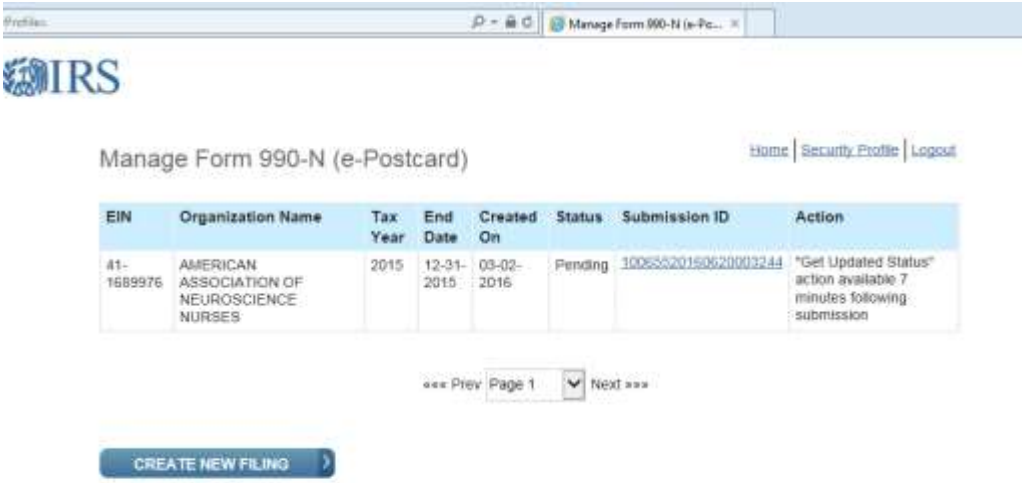


Once you submit you will receive this warning – click OK unless you think you need to edit it further and are not ready to submit

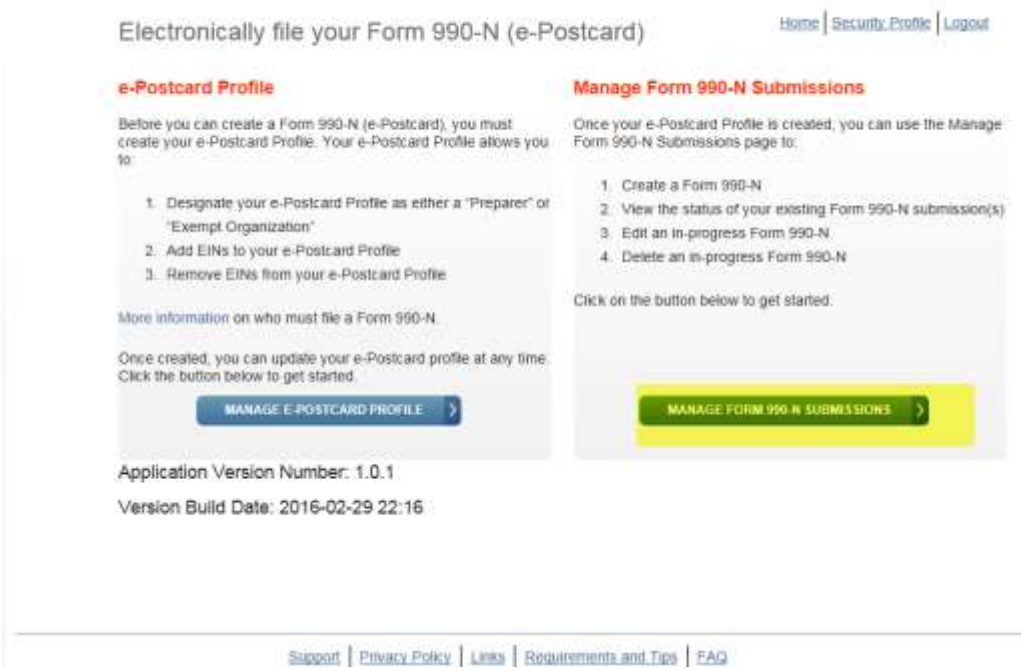


You should now see a confirmation page that summarizes your submission. Please print and save a copy of this for your records. Once a copy is saved click on "Manage From 990-N Submissions"





You will need to either wait for the status of the submission or come back later to view the status. If waiting, skip to next step. If you decide to close and go back later, just return to the same website (noted at beginning of this document) and sign in as a returning user using the user ID and password you created. Once on the site click on Manage Form 990-N Submissions



On the next screen click on “get updated status” in the action column and the status should now say “accepted”. Click on the submission ID number



Send a copy of this confirmation showing a filing status of **accepted** to the national office for your compliance reporting.

990 N FILING INSTRUCTIONS



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:** AMERICAN ASSOCIATION OF NEUROSCIENCE NURSES
- **EIN:** 411689976
- **Tax Year:** 2015
- **Tax Year Start Date:** 01-01-2015
- **Tax Year End Date:** 12-31-2015
- **Submission ID:** 10065520160620003244
- **Filing Status Date:** 03-02-2016
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS

You are welcome to contact the AANN accounting/finance manager, Julie Nemmer, at jnemmer@connect2amc.com or 847-375-4861 if you have any questions.