

Filing the IRS Form 990-N

First check the information that the IRS should have on file for your State/Chapter (available as a link on the “Filing the 990-N” on the AFA website at “Field Resources”). If your Chapter or EIN is NOT listed (or is wrong), please e-mail bbuckwalter@afa.org for assistance. If the information on the State/Chapter EINs document is incorrect, you may correct it during the filing process, but you MUST report any changes you make to AFA HQ to: mnaheimer@afa.org. (NOTE: the January-December tax year is NOT an error – all units in the group were adjusted to that tax year. Please e-mail bbuckwalter@afa.org if a different filing period is shown, but also continue filing

Go to: <http://epostcard.form990.org/> and click “Register as a New User” (or login if you’re already registered – your login ID is your EIN without the hyphen plus “01,” “02,” etc. The remainder of this paper illustrates a first-time filer who must first establish an account.)

Urban Institute **e-Postcard**
file your electronic IRS Form 990-N

Home Support Links Log In

e-Postcard: file your electronic IRS Form 990-N

File your electronic Form 990-N (e-Postcard).
Click [here](#) for more information on who must file Form 990-N (e-Postcard)

NOTICE: If you are a subordinate organization, be sure to use your own employer identification number (EIN). Do not use the EIN of your parent organization or another subordinate organization.

This system automatically generates the 990-N (e-Postcard) for the organization's most recently ended tax period and will not allow the filing of a prior year e-Postcard. Although filing a prior year e-Postcard is not required by the IRS, a prior year e-Postcard is required through other IRS approved online providers. Click [here](#) for a list of IRS approved providers.

STEP 1: Register as a New User Click here to begin

To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link above to request a login ID. If you already have a login ID, either recently created or from a previous year, go to Step 2.

STEP 2: Create your Form 990-N (e-Postcard)

Once you have a login ID, you can access the system and create your e-Postcard. Click the link above to begin the process.

STEP 3: Submit your Form 990-N (e-Postcard)

Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

[Requirements and tips](#) for using this website.

Quick Menu

- [Register as a New User](#)
- [Update Email/User Information](#)
- [Create New e-Postcard](#)
- [Edit/View Existing e-Postcard](#)

[Technical Support](#)
[Frequently Asked Questions](#)
[Privacy Policy](#)

You will need to first obtain a login ID and password. You are filing as an “Exempt Organization.”

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file your electronic IRS Form 990-N

Home Support Links Log In

Request Login ID

You need a login ID and password to electronically file your organization's IRS Form 990-N (e-Postcard).

Exempt Organizations: If you are filing or assisting someone who is filing, you will need the organization's employer identification number (EIN). The EIN is a 9-digit number with the following format (xx-xxxxxxx). When you enter the EIN on the next page, the system will create your login ID based on the organization's EIN. The login ID will be the EIN (without the dash) plus a two digit number (i.e. xxxxxxxx01). Your login ID will never change. If another user requests a login ID for the same EIN, the last two digits of his or her login ID will be different (i.e. xxxxxxxx02, xxxxxxxx03, etc).

Preparers: If you are a professional preparer or you are assisting more than one organization, you can request one "Preparer" login ID that allows you to submit Forms 990-N (e-Postcards) on behalf of multiple exempt organizations. After you select "Preparer" on the next page, you will be prompted to enter your personal login ID. Your login ID will not be based on the EIN of an organization.

Once you have completed the login ID request process, you will receive an email containing an activation link. Click on the link to activate (and use) your login ID. The e-Postcard website will not recognize your login ID until you activate it through the email link.

[Next >>](#) Click here after reading the "Exempt Organization" information above.

Questions or problems regarding this web site should be directed to [Tech Support](#)
Concerned about your privacy? Please view our [privacy policy](#).
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: October 14, 2009.

Select "Exempt Organization" in the Login ID Type and insert your Chapter/State EIN.

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Request Login ID

Please select Exempt Org or Preparer: (for a definition of the two login ID types, return to the previous page.)

Login ID Type: Exempt Organization

Organization EIN: 37 - 1602757

If you are a subordinate organization, be sure to enter your own EIN. Do not enter the EIN of your parent organization or another subordinate organization.

<< Back Next >>

Click here after entering EIN.

Questions or problems regarding this web site should be directed to [Tech Support](#)
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: March 4, 2011.

NOTE: If you get the message: **Error: The employer identification number (EIN) 'xx-xxxxxxx' you entered was not found in the IRS list of organizations eligible to file the e-Postcard. You may have entered the EIN incorrectly. If so, please re-enter the EIN and try again. If the EIN you entered is correct and you believe you are required to file the e-Postcard, call IRS Customer Account Services at 877-829-5500 for assistance.** Contact bbuckwalter@afa.org for assistance.

You will get a page as shown below. Two things to note: 1) you should write down whatever password you entered; and 2) the e-mail address should be to the computer you are using because that is where the login page will be sent.

Tech Support
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: March 4, 2011.

This page will appear and an e-mail will be sent to the address you entered earlier.

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file your electronic IRS Form 990-N

Request Login ID - Success

The following login ID was successfully created:

Login ID: 37160275702
Name: David Buckwalter
Email: bbuckwalter@afa.org
Organization: AIR FORCE ASSOCIATION

You can close this page – the e-mail will contain a link to re-enter the site.

Activating Your Login ID.

You will receive an email containing a link that will allow you to activate your login ID and create your e-Postcard.

IMPORTANT: If the email account above has a spam filter, please ensure that the filter allows emails from epostcard@urban.org.

Close your browser now and activate your login ID through the link in the activation email.

Questions or problems regarding this web site should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: October 14, 2009.

This is what the e-mail looks like:

-----Original Message-----

From: epostcard@urban.org [mailto:epostcard@urban.org]
Sent: Sunday, March 28, 2010 9:18 AM
To: Buck Buckwalter
Subject: e-Postcard Login ID Activation Notice

David,

The following is your e-Postcard login ID:

Login ID: 37160275702
Name: David Buckwalter
Organization: AIR FORCE ASSOCIATION
Login Type: Exempt Org

Click the link below to activate your login ID. (Note if your email program does not display the web page as a link, copy the whole link and paste it into your browser.)

IMPORTANT: You should close any open browser windows before you click this link.

<https://epostcard.form990.org/frmAdminLoginActivate.asp?A=O345369m486152hRmm>

Contact technical support if you have any questions

e-Postcard Technical Support Team
email: epostcard@urban.org
Phone (toll free): 866-255-0654

You can only successfully follow this link from the computer to which the e-mail

This will appear when you follow the e-mail link (you will need your password you entered earlier):

Urban Institute **e-Postcard**
file your electronic IRS Form 990-N

Activate Login ID

If the information below is correct, enter your password and click the *Next* button. If the information is not correct, contact [Tech Support](#).

User Name: David Buckwalter
Login ID: 37160275702
Login Type: Exempt Org
Org Name: AIR FORCE ASSOCIATION

Password: [REDACTED]

Note: Your password is case sensitive.

Click here after entering your password.

Questions or problems regarding this web site should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: October 14, 2009.

The next page will show you your password (a page later than you needed it to log in!).

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file your electronic IRS Form 990-N

Activate Login ID (Success)

Congratulations, your login ID has been activated.

Login Information:

Login ID: Your EIN + 01, 02, etc
Password: Your password here

Name: David Buckwalter
Organization: AIR FORCE ASSOCIATION
Email: bbuckwalter@afa.org

If you choose to print this page, please make sure that you keep it in a secure location that cannot be accessed by others.

Click here to fill in your 990-N

Questions or problems regarding this web site should be directed to [Tech Support](#).
Concerned about your privacy? Please view our [privacy](#) policy.
This website is best viewed with Microsoft Internet Explorer 5.5+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: October 14, 2009.

There are only two entries you can make on the next page (“[are you] out of business?” & “gross receipts under \$50,000?”). If you try to change your fiscal year or add your chapter’s name, you will get a box as shown. You can enter your chapter name as a “DBA name” on the next page. Please let AFA HQ (mnaheimer@afa.org) know if you are listed as an Oct-Sep fiscal year.

Urban Institute **e-Postcard**
file your electronic IRS Form 990-N

Form 990-N Home Control Panel Log Out

Electronic Notice - Form 990-N (e-Postcard)
Organization Information

A For the tax year period beginning and ending

B Has your organization terminated or gone out of business?
Are your gross receipts normally \$50,000 or less?
 No Yes

C Organization's legal name - Line 1
Organization's legal name - Line 2

D Employer identification number (EIN)

Click the image next to any field for help/instructions.

Organization's Legal Name - Line 2
This field contains your organization's legal name as shown in IRS records. You cannot change the organization's legal name on this form. You can enter other names that your organization uses for business (doing-business-as (DBA) names) on the next page of the e-Postcard. If your organization has changed its legal name, report the change to:
Internal Revenue Service
1322L, 450 Commonwealth Office
P.O. Box 2508
Cincinnati, OH 45201

Note: For easier access to Online Help pages keep this window open. Instead of checking 'Close', simply click on any part of your current Form 990-N (e-Postcard) Online page or press Alt-F6 to Windows.

This page is where you enter all the information you need to file:

- 1) A "Doing Business As (DBA) name." It is here you should enter your State or Chapter name, for instance, "California State AFA" or "AF 126 Charles Hudson Chapter;"
- 2) An "In Care of" name and address. This is the person listed as the point of contact for the unit's EIN (the name on the State/Chapter EINs list). Many states/chapters use a Treasurer or individual who will be more permanent than a chapter president. The form will require this area and the "Principal Officer" to be filled in (even if you use the same person);
- 3) The unit's web site if you have one (the form will accept a blank in this field); and
- 4) The unit's "Principal Officer" (State or Chapter President as applicable).

This page will allow you to save data entered, logout and return at a later time, or file the return immediately when you are finished entering data.

**Electronic Notice - Form 990-N (e-Postcard)
Organization Address and Principal Officer Information**

Save Changes before jumping to another page.

C Organization's legal name: **AIR FORCE ASSOCIATION**

C If your organization conducts business using another name (dba), enter other name:
 DBA name: **State or Chapter Name**
 DBA name - continued:

C In Care of Name: **"In Care Of" Name/Address**

C Organization's mailing address:
 Country:
 Number and street (or PO Box) - Line 1:
 Number and street (or PO Box) - Line 2:
 City or town:
 State:
 Zip code:

E Organization's website address, if applicable: **State/Chapter Website**

F Principal Officer:
 Type of name:
 Person Name: **"Principal Officer" Name/Address**
 Country:
 Number and street (or PO Box) - Line 1:
 Number and street (or PO Box) - Line 2:
 City or town:
 State:
 Zip code:

Click here to file the form

Click the image next to any field for help/instructions.

When you click to file, a warning window will appear to explain you will be unable to edit the form once you click the "OK." Click the "OK" in that window to proceed.

E Organization's website address, if applicable:

F Principal Officer:
 Type of name:
 Person Name:
 Country:
 Number and street (or PO Box) - Line 1:
 Number and street (or PO Box) - Line 2:
 City or town:
 State:
 Zip code:

Windows Internet Explorer
 Do you want to save the data and submit this filing to the IRS?
 Once you submit the e-Postcard, you will no longer be able to edit the information in the e-Postcard.
 Click "OK" to submit the e-Postcard to the IRS, otherwise click "Cancel".

Click "OK" to file the form

Click the image next to any field for help/instructions.

Upon clicking the "OK" this page will appear.

The screenshot shows the Urban Institute e-Postcard submission confirmation page. The header includes the Urban Institute logo and the text "e-Postcard file your electronic IRS Form 990-N". Navigation links for Home, Support, Links, and Log Out are present. A red banner at the top right reads "Form 990-N (e-Postcard) Submitted". The main content area displays the filer's information: AIR FORCE ASSOCIATION, EIN 37-1602757, 2010 IRS Form 990-N (e-Postcard), and the filing period 1/1/2010 - 12/31/2010. A green message states: "Congratulations, your Form 990-N (e-Postcard) has been submitted to the IRS." Below this, a note explains that the IRS will email the filer within 30 minutes regarding the acceptance or rejection of the e-Postcard. At the bottom of the main content area are two buttons: "Log out" and "Go To Filing Status Page". A footer contains links for Tech Support and a privacy policy, along with technical details about the browser and screen resolution.

After 15 minutes to several hours, depending on how busy the IRS site is, you will receive an e-mail confirming that your filing has been accepted by the IRS. Please forward a copy of this e-mail to AFA HQ (mnaheimer@afa.org) and retain a copy for your records.

-----Original Message-----

From: epostcard@urban.org
To: Buck DC
Subject: Form 990-N E-filing Receipt - IRS Status: Accepted
Sent: Mar 29, 2011 3:42 PM

Organization: AIR FORCE ASSOICATION
EIN: 37-1602757
Submission Type: Form 990-N
Year: 2010
Submission ID: 7800582011088df34625
e-File Postmark: 3/29/2011 3:36:16 PM
Accepted Date: 3/29/2011

The IRS has accepted the e-Postcard described above. Please save this receipt for your records.

Thank you for filing.

e-Postcard technical support
Phone: 866-255-0654 (toll free)
email: ePostcard@urban.org

AIR FORCE ASSOICATION
% Tom Mullins
11909 Kimelford Dr
Bakersfield, CA 93312-7082

You may log back into the site to see the status of the ePostcard filing and see a copy of the form as filed:

Urban Institute **e-Postcard**
file your electronic IRS Form 990-N

Home Support Links Log Out

Check Filing Status

AIR FORCE ASSOCIATION
37-1602757
2010 IRS Form 990-N (e-Postcard)
1/1/2010 - 12/31/2010

Links
[Control Panel](#) [View e-Postcard Image](#)
[View Form 990-N \(e-Postcard\)](#)

Current Status: **Accepted**
Congratulations, the IRS accepted your Form 990-N (e-Postcard).

Next Step: Your next e-Postcard will be due after 12/31/2011.

Delivery Status

No.	Filing	Delivery	Status	Postmark
1	Form 990-N	E-file	Accepted on 3/29/2011	3/29/2011 3:36:16 PM

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085
2010
Open to Public Inspection

A For the 2010 calendar year, or tax year beginning 1/1/2010, and ending 12/31/2010

B Check if applicable:
 Terminated, Out of Business
 Gross receipts are normally \$50,000 or less

C Name of organization: AIR FORCE ASSOCIATION
 d/b/a: AF 126 Charles Hudson Chapter

E Website: 11909 Kimeford Dr
Bakersfield, CA, US, 93312-7082

F Name of Principal Officer: Tom Mullins
11909 Kimeford Dr
Bakersfield, CA, US, 93312-7082

D Employer Identification Number
37-1602757

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws. The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

This Form 990-N (e-Postcard) was accepted by the IRS on 3/29/2011.

If you get a notice that the ePostcard has been "Rejected by the IRS" (see below), please contact AFA HQ (bbuckwalter@afa.org) for assistance.

Urban Institute **e-Postcard**
file your electronic IRS Form 990-N

Home Support Links Log Out

Check Filing Status

AIR FORCE ASSOCIATION
38-6080917
2008 IRS Form 990-N (e-Postcard)
10/1/2008 - 9/30/2009

Links
[Control Panel](#) [View e-Postcard Image](#)
[View Form 990-N \(e-Postcard\)](#)

Current Status: **Rejected**
The IRS rejected your Form 990-N (e-Postcard).

Next Step: Please call IRS Customer Account Services at 1-877-829-5500 for an explanation of the errors listed below.

Delivery Status

No.	Filing	Delivery	Status	Postmark
1	Form 990-N	E-file	Rejected on 5/13/2010 with the following errors: F990-906 The return type indicated in the return header must match the return type established with the IRS for the EIN. F990-902 The EIN in the return must have been established as an exempt organization return filer in the e-file database.	5/13/2010 11:15:37 AM

REMINDER: Please notify AFA HQ when you have successfully filed AND if the IRS shows you as a Oct-Sep tax year via e-mail to bbuckwalter@afa.org.