

Please follow these steps to file a 990-N e-Postcard:

Visit <http://www.irs.gov>. Select “Charities & Nonprofits” in the blue box at the top right side of the page.



Go to “Annual Filing and Forms” (from the center column), then click on “Finding Filing Forms.”

[Home](#) / [File](#) / Charities and Nonprofits

Charities and Nonprofits

English | [Español](#) | [中文\(简体\)](#) | [中文\(繁體\)](#) | [한국어](#) | [Русский](#) | [Tiếng Việt](#) | [Kreyòl ayisyen](#)

Individuals

Tax information, tools, and resources for charities and other tax-exempt organizations.

Businesses and Self-Employed

Charities and Nonprofits

- Exempt Organization Types
- Lifecycle of an Exempt Organization
- Annual Filing and Forms
- Charitable Contributions
- Search for Charities

Tax-Exempt Organization Search (TEOS)

Use the TEOS tool to find information on an organization's status and filings

[Search Organizations](#)

Annual Filing & Forms

990-series forms, requirements and tips to help you complete your annual reporting and filing

[Finding Filing Forms](#)

Employer Identification Number (EIN)

Get an EIN to apply for tax-exempt status and file returns. Be sure you are a legally formed organization before applying for an EIN

[Apply](#)

Click on the “**Annual electronic notice (e-Postcard) for small exempt organizations**” to find instructions for the annual electronic filing requirement for small tax-exempt organizations, including FAQs and a list of information you will need when filing.

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Annual Filing and Forms

Individuals

Businesses and Self-Employed

Charities and Nonprofits

- Exempt Organization Types
- Lifecycle of an Exempt Organization
- Annual Filing and Forms
 - Required Filing (Form 990 Series)
 - Employment Taxes
 - Unrelated Business Income Tax

In general, exempt organizations are required to file [annual returns](#), although there are [exceptions](#). If an organization does not file a required return or files [late](#), the IRS may assess [penalties](#). In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.

The IRS sends back [Form 990 series returns](#) filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the accompanying letter and on [this page](#).

The most [common errors](#) causing the return of a Form 990 series returns are missing or incomplete schedules .

Review these pages for Form 990, 990-EZ, and 990-PF filing tips:

- [990-series forms and schedules](#)
- [Filing thresholds - which 990-series return to file](#)
- [Table of due dates for exempt organizations annual returns](#)
- [Annual electronic notice \(e-Postcard\) for small exempt organizations](#)
- [Annual Reporting Requirements FAQs](#)

From this page, scroll down to the “**Submitting Form 99-N (e-Postcard)**” heading and click on the “Submit Form 990-N (e-Postcard)” link to begin your filing.

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

1. **Sign in with your active IRS username, or**
2. **Sign in/create an account with Login.gov or ID.me:** Form 990-N filers who have an existing IRS username and register for a new Login.gov or ID.me account must use the 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.



Next, you will “Sign In or Create a New Account.” **These instructions have changed from previous years due to updates the IRS has made to their filing system that are designed to protect individual’s privacy.**

If you choose the option to “Sign in with an existing IRS username”, this will be the last tax filing season you can do so. The IRS instructs you to create a new account as soon as possible with either LOGIN.GOV or ID.me. If you do not have an existing IRS username, you will create a new account with LOGIN.GOV or ID.me in order to proceed with filing for the 2022 tax year.

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

Option 1 A & B. If you personally have not filed an e-Postcard on the IRS Site previously (and do not have, or cannot remember, your existing IRS username), you will select from one of two options to “Create a new account”. Click on either LOGIN.GOV or ID.me to create an account.

What are Login.gov and ID.me?

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. With a Login.gov or ID.me account, you can access other government partners who also use these sign-in options.

Option 1A: LOGIN.GOV

To create a LOGIN.GOV account, follow these steps. Click on this box:



Scroll down and click on “Create an account”. Answer these questions and click on the box accepting the rules of use.

Create your account

Enter your email address

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

You will then receive an e-mail to the address you provided to confirm your e-mail address. A link will be included in the e-mail allowing you to continue to create your account. The next step is to create a strong password.

✔ 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: **Great!**

Continue

You will then choose from a list of Authentication methods to provide multi-factor authentication for your account. Choosing two methods is recommended. Choosing one method will work. Text message is a viable option for most users.

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.

Text or voice message
Receive a secure code by (SMS) text or phone call.

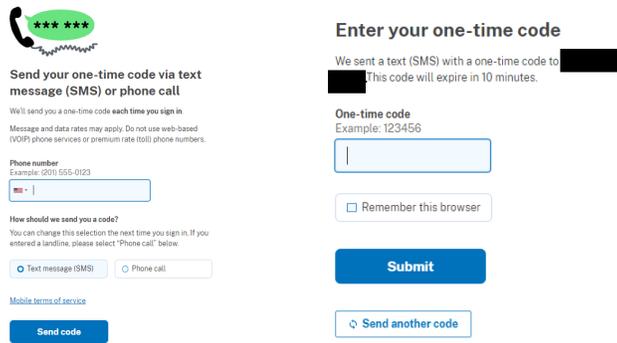
Government employee ID
PIV/CAC cards for government and military employees. Desktop only.

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.

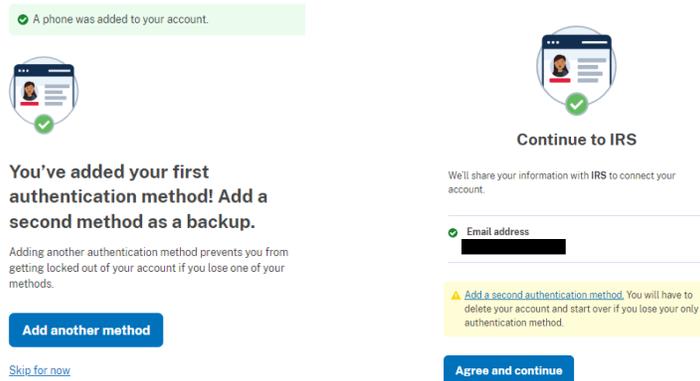
Authentication application
Download or use an authentication app of your choice to generate secure codes.

Continue

If you choose text message, you’ll see the screen below. Enter your cell phone number, select “Text message”, and click “Send code”. You’ll then receive a text message and one-time code on your cell phone. Enter that number in the box provided and click “Submit”.



You'll see this screen, with the option to add another method or "Skip for now". If you "Skip", you'll see the screen on the right. You can click on "Agree and continue", or add a second authentication method.



At this point, you will return to the IRS e-Postcard filing site, where you can manage your e-Postcard Profile.

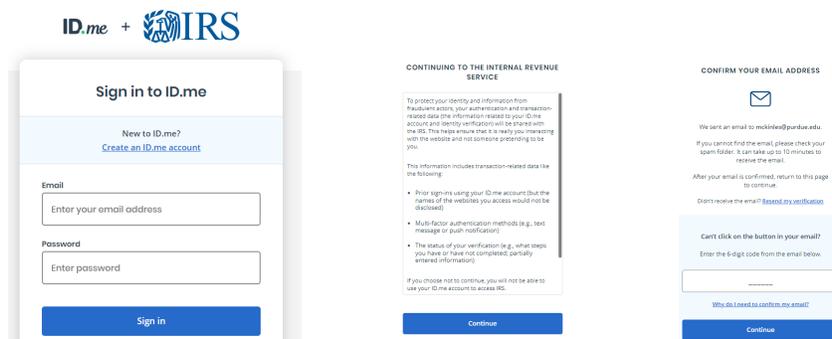
This is the end of Option 1A: GO TO PAGE 7 FOR INSTRUCTIONS TO FILE YOUR E-POSTCARD.

Option 1B: ID.me

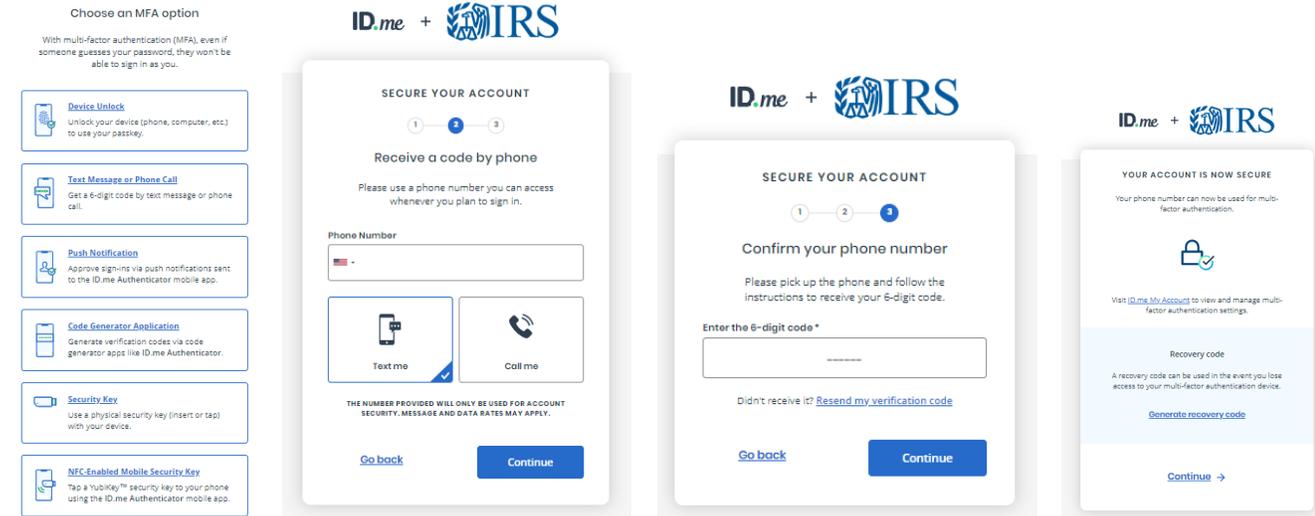
To create an ID.me account, follow these steps. Click on this box:



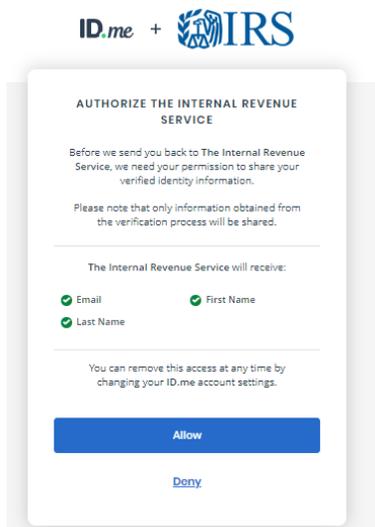
Then click on "Create an ID.me account" and enter your e-mail address and a password you create. Click "Sign in" then "Continue" on the next screen. You'll be asked to confirm your e-mail address on an e-mail that you will receive.



You'll then choose a multi-factor authentication. Text Message is a viable option for most users. If you choose this option, you'll enter your phone number and click on "Text me" and "Continue". You'll receive a text message with a 6-digit code. Enter that in the next screen and click "Continue". Your account is now secure.



You'll be asked for permission to share your e-mail, and first and last name with the IRS. Click "Allow" to be returned to the IRS e-Postcard filing site.



This is the end of Option 1B: GO TO PAGE 7 FOR INSTRUCTIONS TO FILE YOUR E-POSTCARD.

Option 2. If you have filed an e-Postcard on the IRS Site previously and have an IRS username that you can remember, you can select “Sign in with an existing IRS username”. NOTE: this will be the last tax filing season that this option will work. In future tax filing seasons, you will need to create a new account with either LOGIN.GOV or ID.me. (See instructions on p. 2-5.)

As a returning user to this site, follow these instructions to **Log In** – Enter the Username you created the first time you set up your profile, then click Login. (If you forgot your Username, click on the link underneath the Login button and follow the instructions provided.)



This sign-in option won't work after this filing season. Please create a new account as soon as possible.

Sign Up

If you don't have an IRS username, go back and create an account.

[< BACK](#)

Log In

Please [create a new account](#) as soon as possible.

We're bringing you an improved sign-in experience.

Username

[LOG IN >](#)

[Forgot Username](#)

PTIN and FIRE users need a separate account in this system

After you login, you'll be asked to verify your Site Image and Site Phrase, then enter your password. (If you forgot your Password, click on the link underneath the Password box.)

Log In

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image:



Your Site Phrase:

4-H Filing

Password

[Forgot Password](#)

[CANCEL](#)

[SUBMIT >](#)

Once you are logged into the system, you will see a Login History/Online Security reminder, then **click Continue.**

THIS IS THE END OF OPTION 2. YOU ARE READY FOR THE INSTRUCTIONS ON P. 8.

At this point, Option 1 A and B, and Option 2 should be following the same instructions.

Once you have logged into your account, select “MANAGE E-POSTCARD PROFILE” under “e-Postcard Profile” heading.



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: 1.2.0
Version Build Date: 2023-02-02 23:32

On the next screen, click on “Edit user type”. Select from one of two options: “Exempt Organization” or “Preparer”. Select “Exempt Organization” if you are the volunteer listed as the contact for the exempt organization. Select “Preparer” if you are filing on behalf of an exempt organization.

Then, add the EIN for which you are filing an e-Postcard.



e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

[e-Postcard Profile](#) | [Select EIN](#) | [Organization Details](#) | [Contact Information](#) | [Confirmation](#)

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

EIN - [ADD EIN](#)

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

[DELETE EIN](#) | [CREATE NEW FILING](#)

If you receive an error message as shown below for an EIN you have entered, stop! For some reason, the IRS is not recognizing this EIN as federally tax-exempt. Please contact the County Extension Office for further instructions. The County 4-H Extension Educator can work with the State 4-H Office to talk about options for filing. Do **NOT** initially call the IRS as instructed on the IRS site.



e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

▲ 1 error has occurred. See below for more information. If the problem continues, please contact the IRS at 877-829-5500

1. EIN was not found in our records. Please try a different EIN.

You are logged in as: **Preparer** | Edit user type

EIN was not found in our records. Please try a different EIN.

EIN

Otherwise, if the EIN is recognized by the IRS, then the name of the group with the EIN will appear in the “Currently Associated EIN(s)” section. Most likely the Organization Name will appear as “Trustees of Purdue University” – that is because the 4-H organization is part of the Purdue University Group Exemption Number.

You now have the option to add additional EINs for which you want to file an e-Postcard, or proceed with filing an e-Postcard for the group that is listed.

When you are ready, you can “Create New Filing” for the organization listed. Or, if the organization has dissolved or ceased to operate in the last year, you have the option to “Delete EIN”.

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
<input type="text" value=""/>	TRUSTEES OF PURDUE UNIVERSITY	02/17/2023	<input type="checkbox"/>

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- **Follow the directions provided to file the e-Postcard.**
 - Select which profile you are filing for and press continue.

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 TRUSTEES OF PURDUE UNIVERSITY

- Answer the Organization Information questions on the e-Postcard page.
 - For the tax year ending (December 31, 2022 should be automatically populated)
 - Has the organization terminated or gone out of business? (Yes or No)

- Are your gross receipts normally \$50,000 or less? (Yes or No)

The screenshot shows the 'Organization Information' section of the IRS 990-N e-Postcard filing process. At the top, a progress bar indicates the current step is 'Organization Details'. Below the progress bar, the title 'Electronic Notice-Form 990-N (e-Postcard)' is displayed in red. Underneath, the section is titled 'Organization Information'. The form includes several fields: 'For the tax year ending' with a dropdown menu set to 'December 31, 2021'; 'Has your organization terminated or gone out of business?' with a dropdown menu set to '--Select One--'; 'Are your gross receipts normally \$50,000 or less?' with a dropdown menu set to '--Select One--'; 'Organization's legal name -Line 1' with a text box containing 'TRUSTEES OF PURDUE UNIVERSITY'; 'Organization's legal name -Line 2' with an empty text box; and 'Employer Identification Number (EIN)' with a partially redacted text box. To the right of the form, two callout boxes provide additional information: the first states 'The tax reporting year for 4-H entities is January 1 to December 31.' and the second states 'Organization's legal name - Line 2 - will likely be left blank.' At the bottom of the form, there are three buttons: 'PREVIOUS', 'CANCEL FILING', and 'CONTINUE'.

On the next page you will be able to identify a DBA name. Often, the organization's legal name will be listed as "Trustees of Purdue University." A "DBA (Doing Business As) Name" for the organization may be entered here (which would be the actual 4-H Club or 4-H Affiliate name). This step is optional.

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

Organization Address and Principal Officer Information

The screenshot shows the 'Organization Address and Principal Officer Information' section of the IRS 990-N e-Postcard filing process. The title 'Electronic Notice-Form 990-N (e-Postcard)' is displayed in red. Below it, the section is titled 'Organization Address and Principal Officer Information'. The form includes a field for 'Organization's legal name' with a text box containing 'TRUSTEES OF PURDUE UNIVERSITY'. Below this, there is a note: 'If your organization conducts business using another name (DBA), enter other name: * = required field'. Underneath, the section is titled 'Organization:' and includes two fields for 'DBA Name' and 'DBA Name - continued', both with empty text boxes. At the bottom of the form, there is a button labeled 'ENTER ADDITIONAL DBA NAMES'.

Enter the organization's mailing address, city, state, zip code (**Please use the Extension Office address**).

The screenshot shows the address fields of the IRS 990-N e-Postcard filing process. The fields are: 'Country*' with a dropdown menu set to '--Select One--'; 'Number and Street (or PO Box)*' with an empty text box; 'City or Town*' with an empty text box; 'State*' with a dropdown menu set to '--Select One--'; 'Zip Code*' with an empty text box; and 'Organization's website address, if applicable' with an empty text box. Each field has a question mark icon to its right.

NOTE: Using periods may cause the address to be unrecognized. (e.g., use P O Box instead of P.O. Box)

Enter the name and address of the organization’s Principal Officer (4-H Club Volunteer). (Again, **please use the Extension Office address.**)

Principal Officer:

Type of Name*
 ?

Person Name*
 ?

Country*
 ?

Number and Street (or PO Box)*
 ?

City or Town*
 ?

State*
 ?

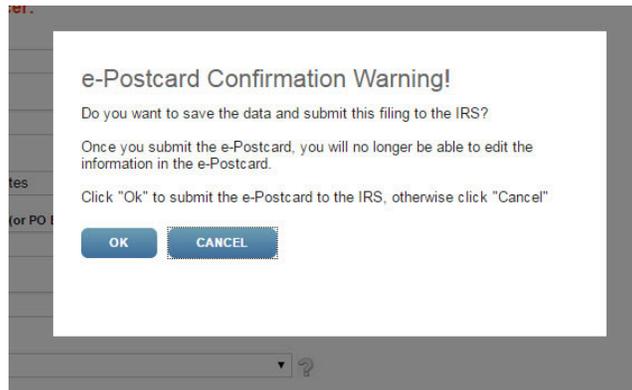
Zip Code*
 ?

Type of Name – select “Person”.

Submit the filing

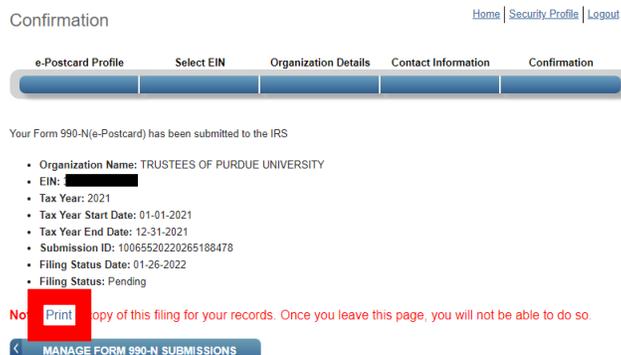
(1) *Submit your Form 990-N (e-Postcard)*

a. Click “Submit Filing” button, then “OK” (when you are ready to submit).



b. You’ll have the chance to save your information and then submit the e-Postcard to the IRS. Save (or print) as an **electronic PDF file**.

(2) Print and/or save an electronic copy of this notification in your 4-H organization’s tax records and also provide a copy of the notification to the County Extension Office.



When you click on the “Print” button from the previous screen, you’ll receive a copy of your e-Postcard that you can print and/or save. It will look something like this:

Form 990-N **Electronic Notice (e-Postcard)** OMB No. 1545-2085

Department of the Treasury for Tax-Exempt Organization not Required to File Form 990 or 990-EZ 2022

Internal Revenue Service **Open to Public Inspection**

A For the 2022 Calendar year, or tax year beginning 2022-01-01 and ending 2022-12-31

B Check if available
 Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: TRUSTEES OF PURDUE UNIVERSITY

D Employee Identification Number [REDACTED]

E Website: _____

F Name of Principal Officer: [REDACTED]

Another possible screen you will see when attempting to file is shown below.



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

▲ An error has occurred. See below for more information. If the problem continues, please contact the IRS at 877-829-5500.

Error Code	Error Category	Description
2602	Transmission Error	The system encountered an error, please try again later.

This is an IRS website system error, nothing you have done incorrectly. Try to file at a later time when the system is working again. Sometimes you can retry immediately; sometimes it takes longer for the system to work again.

You are almost done...but not quite:

Was your filing successful? PLEASE VERIFY!

Log back into your profile on the IRS site and select “Manage Form 990-N Submissions.”



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 to:

1. Designate your e-Postcard Profile as either a "Prepare "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
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: 1.4.1
 Version Build Date: 2017-01-09 20:31

You will then be able to see the status of your filing. The status will be either **approved**, **rejected**, **pending**, or **failed**. Click on the link under the “**Submission ID**” heading for additional information about your filing status. **Print this information for your records and provide a copy to the Extension Office.**



Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
[REDACTED]	TRUSTEES OF PURDUE UNIVERSITY	2022	12-31-2022	02-17-2023	Pending	10065520230486182881	"Get Updated Status" action available 7 minutes following submission

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CREATE NEW FILING >

Examples of Failed and Pending Status notifications are shown below. A “**Failed**” status typically means something was wrong with the IRS filing website and the site was unable to process the filing request. Attempt to complete the filing again. A “**Pending**” status means that the filing has yet to be processed by the site. Typically, this takes just a few minutes. Click on “**Get Updated Status**” to refresh the status.



Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
[REDACTED]	TRUSTEES OF PURDUE UNIVERSITY	2017	12-31-2017	01-23-2018	Failed MEF	10065520180231650683	
[REDACTED]	TRUSTEES OF PURDUE UNIVERSITY	2017	12-31-2017	01-23-2018	Pending	10065520180231650858	Get Updated Status

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CREATE NEW FILING >

An example of an Accepted Status notification is shown below. An “Accepted” status means that the organization has successfully filed an e-Postcard for the most recent tax year. Congratulations! **Print a copy of the screen and keep this file with your group’s financial records; also share a copy with the Extension Office.**



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: TRUSTEES OF PURDUE UNIVERSITY
- EIN: [REDACTED]
- Tax Year: 2022
- Tax Year Start Date: 01-01-2022
- Tax Year End Date: 12-31-2022
- Submission ID: 10065520230486182881
- Filing Status Date: 02-17-2023
- Filing Status: **Accepted**

[MANAGE FORM 990-N SUBMISSIONS](#)

An example of a Rejected Status notification is shown below. A “**Rejected**” status means that for some reason the filing was unable to be completed successfully. Clicking on the “**Submission ID**” link shown in the previous screenshot will reveal more information about the filing (as shown in the “**Rejection Category**” column below).



Confirmation

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

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

Your Form 990-N (ePostcard) has been rejected for the reason(s) listed below. Please call 877-829-5500 for additional support

- Organization Name: TRUSTEES OF PURDUE UNIVERSITY
- EIN: [REDACTED]
- Tax Year: 2017
- Tax Year Start Date: 01-01-2017
- Tax Year End Date: 12-31-2017
- Submission ID: 10065520180231650858
- Filing Status Date: 01-30-2018
- Filing Status: **Rejected**

Rule Number	Rejection Category	Rejection Reason
F990-906-01	Database Validation Error	The return type indicated in the return header must match the return type established with the IRS for the EIN.
F990-902-01	Database Validation Error	The “EIN” in the return must have been established as an exempt organization return filer in the e-file database.

[MANAGE FORM 990-N SUBMISSIONS](#)

Common reasons for rejection of a filing include:

- Although the organization has completed all of the steps necessary to be included under the Purdue Group Exemption Number (5924), its record has not yet been listed or recognized by the IRS under the Purdue GEN.
- The IRS cannot determine the organization's fiscal year.
- Failure by the organization to file an e-Postcard annually. If no successful filing has been completed on behalf of the EIN in the past three (3) years, the federal tax-exempt status associated with the EIN will be revoked by the IRS.

What do you do if your filing is rejected? If your 4-H organization is NOT able to successfully file a 990-N, please follow these steps:

- **Do NOT initially call the IRS as the instructions provided by the IRS in the rejection notice recommend.**
- Print the notification that you receive indicating the IRS has rejected the e-Postcard filing or that it does not recognize the 4-H organization's EIN or its tax filing year.
- Keep a copy of this printed notification in your 4-H organization's tax records and also provide a copy of the filing notice to the County Extension Office for review by the 4-H Educator. The County Educator will contact the State 4-H Office for further assistance.
- There will likely be some follow-up instructions provided to the 4-H organization representative so that this person can contact the IRS to find a resolution to the 4-H organization's inability to file successfully.

Documentation: All organizations must keep documentation from the IRS in their files for a minimum of seven (7) years – including confirmation of successful filing and documentation of unsuccessful attempts to file the 990-N.

Want to check on an organization's filing history?

The **Exempt Organizations Select Check tool** allows users to search for and select an exempt organization and check certain information about its federal tax status and filings. Three different searches may be conducted through this tool:

- Organizations eligible to receive tax-deductible charitable contributions
- Organizations that have had their federal tax-exempt status automatically revoked
- Organizations that have filed a Form 990-N (e-Postcard), including their filing history.

The Select Check tool is available at: <https://apps.irs.gov/app/eos/>.

The screenshot shows the 'Tax Exempt Organization Search' interface. It features three main search criteria: 'Select Database' (set to 'Search All'), 'Search By' (set to 'Employer Identification Number'), and 'Search Term' (with a placeholder 'Enter EIN Number'). Below these are fields for 'City' (placeholder 'Enter City'), 'State' (set to 'All States'), and 'Country' (set to 'United States'). At the bottom, there are 'Search' and 'Reset' buttons, and a link for 'Search Tips'.

Questions: If you have questions regarding these procedures, please first contact the County Extension Office for assistance. **Please do NOT initially contact the IRS.**

THANK YOU for completing this process!