



Knights of Columbus

Submitting Form 990-N (e-Postcard)

To access the Form 990-N Electronic Filing system:

1. Go to [Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\) | Internal Revenue Service \(irs.gov\)](#) and under Submitting Form 990-N (e-Postcard) click **“Submit Form 990-N (e-Postcard)”**

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.

Submit Form 990-N (e-Postcard)

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.

2. **“Sign In”** using LOGIN.GOV, ID.me or with an existing IRS Username.

If you do not have a LOGIN.GOV, ID.me or an existing IRS Username, create a new account.

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

Please note that the screen to the right will only display for first time filers.

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--

--Select One--

Exempt Organization

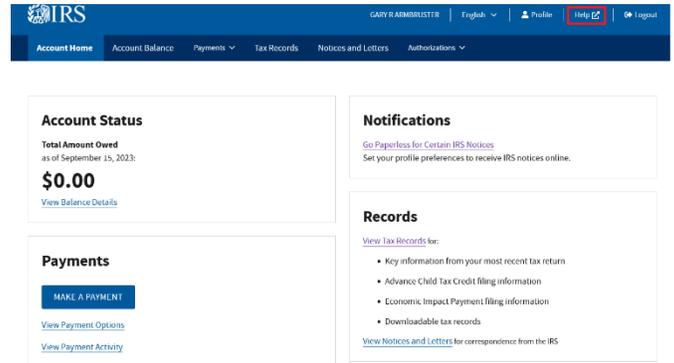
Preparer

< PREVIOUS CONTINUE >

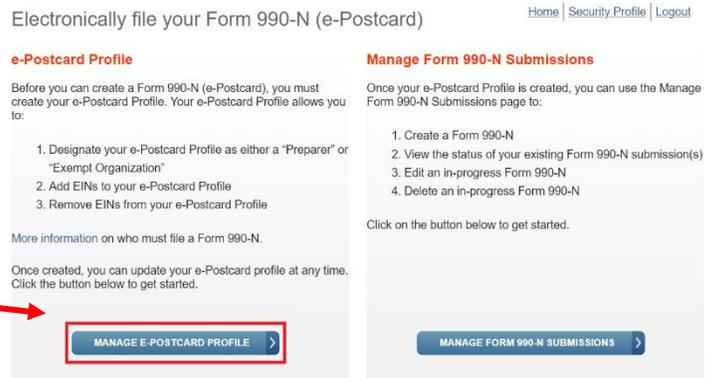
First time filers should select **“Exempt Organization”** and click **“Continue.”**

If you have previously setup an ID.me or LOGIN.GOV account for your personal taxes, you can use this log on to file for the council or assembly.

- On the Welcome screen your name will display, ex “Welcome John Smith”, do not be alarmed.
- In tool bar (blue bar) at the top, click “**HELP**,”
- Enter **FORM 990 EPOSTCARD** in the search box and click “**Enter**,”
- **Charities and Nonprofits** will display,
- Click on “**Charities and Nonprofits**” and select “**FILE A FORM 990 EPOSTCARD.**”



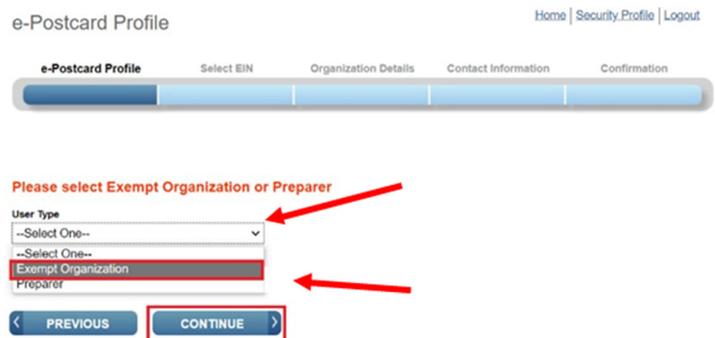
3. Select “**Manage E-Postcard Profile**”



4. Confirm that you are logged in as “**Exempt Organization.**” If you are not logged in as “**Exempt Organization,**” click “**Edit User Type**” and update it to “**Exempt Organization.**”



4a. Select “**Exempt Organization**” and click “**Continue.**”



5. Enter the council's/assembly's EIN and click **"Add EIN."**

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
			<input type="checkbox"/>

««« Prev Page 1 Next »»»

DELETE EIN **CREATE NEW FILING**

6. Confirm the EIN is correct, and click **"Create New Filing."**

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
88-	KNIGHTS OF COLUMBUS	03/06/2023	<input type="checkbox"/>

««« Prev Page 1 Next »»»

DELETE EIN **CREATE NEW FILING**

7. Select the council's/assembly's EIN from the drop-down box and click **"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

--Select EIN--

88- - KNIGHTS OF COLUMBUS

MANAGE E-POSTCARD PROFILE **CONTINUE**

8. "For the tax year ending" auto fills with the date.

Select **"No"** for "Has your organization terminated or gone out of business?"

Select **"Yes"** for "Are your gross receipts normally \$50,000 or less?"

"Organization's Legal Name – Line 1" – **Do not change this field.** The council/assembly is under the Supreme Group Ruling Number 0188 with the IRS. This is why "Knights of Columbus" displays.

Employer Identification Number (EIN) auto fills. Click **"Continue"**

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
December 31, 2022

Has your organization terminated or gone out of business?
No

Are your gross receipts normally \$50,000 or less?
Yes

Organization's legal name -Line 1
KNIGHTS OF COLUMBUS

Organization's legal name -Line 2

Employer Identification Number (EIN)
88295089

PREVIOUS **CANCEL FILING** **CONTINUE**

IMPORTANT!

9. “**DBA Name**” enter the council’s/assembly’s name and number – this will display on the IRS filing website and will help with banking transactions (i.e., open new accounts, change signers, etc.)

10. Enter the council’s/assembly’s local address (it can be a PO Box or a Church’s address).

11. Principal Officer - select “**Type of Name**” select “**Person**”, enter officer’s name and address. The council’s/assembly’s address can be used.

12. Click “**Submit Filing.**”

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)*

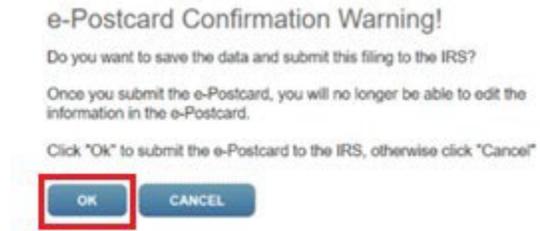
City or Town*

State*

Zip Code*

Note: Only use letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces.

Please Note: After you click “Submit Filing,” a summary page will come up with the following warning: [Form 990-N ePostcard Warning – Click “OK” to submit filing.](#)

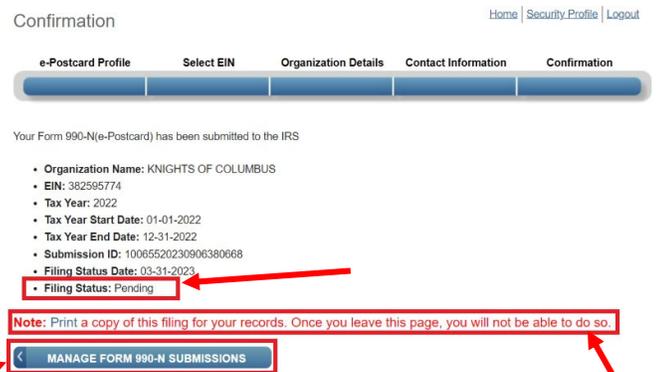


Filing Status is “Pending”

13. The Confirmation (Filing Status) will display as “**Pending**” – this means a filing was submitted, but not “Accepted” or “Rejected”.

Click on the word “**PRINT**” in the bottom paragraph to print a copy for your records or save the screen as a pdf. Once you leave this page; you will not be able to access it again.

Select “**Manage Form 990-N Submissions**” to view or submit additional filings.



14. **You must do the follow final steps, or your filing is not complete** because on the Manage Form 990-N Submission page, your submission will continue to show the status of “**Pending**”.

After **seven (7) minutes**, “**refresh the page (F5 key for Window, Command-R for Mac)**” and the “**Get Updated Status**” button will be visible.

The status will change from “**Pending**” to “**Accepted**” or “**Rejected**.”

If your submission was rejected, select the submission ID hyperlink for additional details.

After the status is updated, the only valid statuses are “**Accepted**” or “**Rejected**.” If your status displays any other text (like “**submitted**” or “**MeF failed**”), contact Customer Account Services at 877-829-5500.

“**Accepted status**” - print a copy for your records or save the screen shot as a pdf.

