



Ancient Order of Hibernians The Florida State Board



Friendship, Unity & Christian Charity

Instructions for Filing Form 990-N

Each Division needs to file as a separate entity, not as part of the National Organization. When filing for the first time, it is important to file the Recognition Form with the IRS as your first step.

Form number 990-N e-Postcard is for non-profits with Gross Receipts for the year less than \$50,000. It is to be filed with-in the 5th month after year end by the 15th day. You can request extension time to file.

The purpose of the 990-N is that it is to be filed electronically.

Steps to follow are as follows:

1. Before you start the process to file an e-Postcard, you must ensure that your department or chapter has its own EIN (Employer Identification Number).
 - a. This nine-digit number is issued to you by the IRS, and you must also have registered the EIN with the National AOH.
 - b. You cannot use the national AOH's EIN number.
 - c. For more information, read the "Tax Requirements & Procedures" located at the IRS website.
2. To begin the process, go to the web site for E-POSTCARD FORM 990-N
3. The 990-N e-Postcard is located at the following website:
<http://epostcard.form990.org>
4. Once there, follow the "Steps" listed on the website.

As to an actual mailing address, use the following:

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0027

If the gross receipts are less than \$200,000 and your total assets are less than \$500,000 then you have to use form 990-EZ.