



## 990 N E-Postcard

# NEW FILING REQUIREMENT

ALL PTAs must sign in as a FIRST TIME USERS – you will need to set up a profile. This is a one-time process. After this you will just sign in with username and password and file.

SUGGESTION: WRITE EVERYTHING DOWN. KEEP THIS IN YOUR PERMANENT RECORD AND WITH THE TREASURERS MATERIALS.

1. Fill in a name and email. This can be first name ABC Elem and last name PTA. For the email: If your PTA does not have a general email, consider setting up one; either gmail, yahoo or yahoo. This is an email that should be checked often as your PTA may receive reminders and notices from the IRS.
2. You will be asked if you want the verification by phone or text. Choose the method and you will receive a code. Once you receive a code, enter in the box shown and proceed.
3. Set up a username and password.
4. Select a phrase that would be recognizable by the PTA.
5. Next there will be some additional security measures for you to follow. You will now need to select an image from those given.
6. Select 4 different question and answers – suggestion is to make these as general as possible to the PTA. The system will not allow you to repeat an answer.

At this point, you are finished creating the profile.

Now you will set up the E-Postcard profile for actually filing the tax.

1. Select Exempt Organization
2. Put in your PTA's EIN
3. It will say Ohio Congress of. Select okay and go to next screen. Here you will put in your PTA's name. Use the PTA President's address. This can be changed as needed.
4. For Principal Officer, type in PTA President and enter the same address.
5. Answer remaining questions.
6. Select SAVE
7. Select SUBMIT