

IRS 990N e-Postcard

Part I: Access Information

Chapter Access: 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).

Login ID Type: Exempt Organization

EIN: 9-digit number specific to each chapter (i.e. 12-3456789)

Login ID: (i.e. 12345678901)

Name: Secretary Name

Organization Name: ROYAL ARCH MASONS OF DISTRICT OF COLUMBIA
(Some older chapters may have been initially chartered under this organization name specific to the EIN)

Password: (case sensitive, as determined by Chapter)

First Name: Applies to current user login ID (usually the Secretary)

Last Name: Applies to current user login ID (usually the Secretary)

Email Address: Applies to current user login ID (usually the Secretary)

Daytime Phone: Applies to current user login ID (usually the Secretary)

DBA (Trade Name): Chapter Name and Number
(If chartered under old organization name, indicate commonly used designation)

In Care Of: Grand Chapter Royal Arch Masons
Indicate Grand Secretary address or other official street mailing address approved by the Grand Chapter.
King George, VA 22485-4539

Principal Officer: High Priest Name (list HP presiding during reporting period)
Street Mailing Address
City, State, Zip Code

Part II: Annual Filing Information

Required Information: To facilitate the annual IRS filing requirement, after gaining account access, it is best if the Chapter Secretary has the following information immediately available to file the 990N e-Postcard. With correct information in hand, process should take approximately 5 minutes to accomplish.

1. **EIN:** *(Refer to Chapter 9-digit code)*
2. **Tax Year:** *(January 1, 201x - December 31, 201x)*
3. **Legal Name:** *(Refer to Organization Name)*
4. **Mailing Address:**
5. **DBA:** *(Use common Chapter Name and Number, if different from legal name)*
6. **Principal Officer:** *(Indicate contact information of High Priest who presided during reporting period)*
7. **Website:** *(Report unique Internet URL of Chapter if applicable, but do not indicate main York Rite or Grand Chapter website URL)*
8. **Gross Receipts Confirmation:** *Check statement that affirms the Chapter's annual gross receipts are normally less than \$50,000*
9. **Business Status:** *Statement the Chapter has terminated or is terminating its legal status. (This does not apply, unless directed by the Grand Chapter)*