To file form 990-N (e-Postcard):

(Note: You will need your Assembly's EIN#)

You have a couple of OPTIONS to do so:

A-1.. Go Directly to: <u>http://epostcard.form990.org</u>

a. Returning User - select Step 2 & follow the instructions

b. If you are a new User (meaning NOT the same person that filed previously) - Select Step 1 & follow the instructions.

OR:

B-1. Browse to web site 'http://www.irs.gov'

- 2. Select the tab 'Charities & Non-Profits'
- 3. Click on the item/link 'StayExempt.irs.gov" on the left side of the screen.
- 4. Select option "Leave IRS Site"

This will take you to the place where you can file the 990-N (e-Postcard)

5. Follow Instructions above in Section A.

OR

C-1. Browse to web site '<u>http://www.irs.gov</u>'

2. Select the tab 'Charities & Non-Profits'

3. Scroll down & select: Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

*Note, please review this page. It has details on when to file, etc.

- 4. Locate Box & click on "How to File"
- 5. Select "Leave IRS Site"

6. Follow the instructions above in Section A.

To reach the violater's listing:

Browse to web site 'http://www.irs.gov'

Select the tab 'Charities & Non-Profits' You will see: Tax Information for Charities & Other Non-Profits

Click on the link: Automatic Revocation of Exemption

Scroll down on this page & click the link (inside the box about 2/3rds of the way down): AUTOMATIC REVOCATION OF EXEMPTION LIST

Locate "OHIO". Select "Acrobat" or "Excel" (whichever program you have on your computer). This will have the entire list of Revocations for the State of Ohio.