

Message to Chapter Treasurers

Dear Chapter Treasurers,

The **990N e-postcard** needs to be filed between July 1, 2010 and November 15, 2010. This will be for the year 2009. File as soon as possible after July 1, so that if there are any issues we can address them right away. When you receive an acceptance email from the IRS please forward a copy to me jliles1@att.net and print a copy for your records. Instructions for filing are below.

Any organization that fails to file for three consecutive years will automatically lose its tax-exempt status. *This is the third year.* This could also have an impact at the state and international levels of the Society. Phyllis Hickey, Business Services Administrator, reported that one auditor told a state treasurer that the IRS was going to fine each EIN account \$50 a day for each day the filing is late after November 15, 2010. If you need any help please ask jliles1@att.net (616-784-2688) or cheryls@dkg.org (1-888-762-4685 ext. 116) or phyllish@dkg.org (1-888-762-4685 ext. 115).

Form 15 is due July 15. Please be prompt as I need your information to fill out my State Treasurer Form 16. The Form 15 can be downloaded from www.dkg.org or an interactive copy can be filled out online and emailed to me. Thank you for taking care of these necessities as soon as possible after July 1, 2010. I do appreciate your help.

Loretta Miles, State Treasurer
7099 Reflection Dr NE
Comstock Park, MI 49321-9639
Phone 616-784-2688
Cell phone 616-292-2343
Fax 616-784-3118

990n Filing Instructions

- GO TO <http://epostcard.form990.org>
- Click on e-Postcard: file your electronic FORM 990-N
- On the epostcard filing web page go to step 2 (Create your Form 990N) and click on it.
- In the login box enter you EIN number without the dash and a "01" at the end and if that doesn't work try "02".
- Next enter your password in the password box.
- You are now logged in to your electronic postcard. Before you proceed to enter your information, check your fiscal dates in part A. It should be 7/1/09 to 6/30/10. If the date is not correct, send an email to Cheryl Schnosenberg (cheryls@dkg.org). Include your EIN number, name, address, and chapter. A letter will then be sent to IRS to have the dates corrected. If the dates are correct, then proceed with the following steps to file.
- Proceed to answer step B and C with a yes or no.
- In step C put the organizations name which should be Delta Kappa Gamma Society International, not your chapter. Your EIN is tied to the chapter.) d/b/a: means doing business as – put your chapter name here.
- At step D enter your EIN #.
- Once you have filled out steps A through D, you can click next page
- On page 2 at step C enter Delta Kappa Gamma Society International, if it is not already displayed in the box.
- At the "In Care of Name" section, enter your name.
- Below that enter your address.
- For the organizations web site address enter www.dkg.org
- For Principal Officer enter your name again. Then below that your address.
- Once you have filled everything in you may click "Submit Filing to IRS"
- You will receive an email confirmation that your filing has been completed.
- Print a copy for your files and send or email a copy to your state treasurer, jliles1@att.net

If you have any questions or problems, please contact Cheryl Schnosenberg at cheryls@dkg.org