

How to Complete the IRS 990

Each chapter is a nonprofit organization with its own federal tax identification number. To keep the tax-exempt benefit for nonprofits, the IRS requires the annual electronic completion of Form 990 (also known as the e-postcard). There is no paper form. **An organization that fails to file required e-postcards will lose its tax-exempt status.**

The e-postcard for the previous calendar year must be completed between June 1 and October 15 each year. To complete, the chapter will need to gather the following:

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|-----------------------------------|---|
| 1. Employer identification number | Each chapter is a separate entity and has its own FEIN in the format of xx-xxxxxxx. This is on file at headquarters if you need it. |
| 2. Tax year | Previous calendar year. |
| 3. Legal name and mailing address | Treasurer's information is used since local chapters do not have offices and do have unique tax numbers. (All chapters are considered 501(c)(6) organizations.) |

Dietary Managers Association should be used as the **Chapter's Legal Name** on the filing

Doing Business As should always be completed:

- Recommended submission: New Mexico ANFP **or** New Mexico Association of Nutrition & Professional Services
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| 4. Any other names the organization uses. | Since chapters' tax identification numbers (FEIN) did not change with the name change, the IRS still sees the organization officially as DMA. So, the organization is legally "Dietary Managers Association doing business as Association Nutrition & Foodservice Professionals". Your chapter will be listed as [Chapter] DMA. (For example, Illinois Dietary Managers Association.) |
| 5. Chapter website address | Chapter websites listed at http://www.anfponline.org/Chapters |
| 6. Confirmation that the organization's annual gross receipts are normally \$50,000 or less | |

To file the 990, click [here](#).

Please note:

- Failing to file a 990-N for 3 years will result in the revocation of group exemption status

If you are new to the treasurer's position or the log-in information is not able to be located from the previous treasurer, you will need to create an account as a first-time user.

Once you have filed the 990, please print the receipt/confirmation. The status should read either 'submitted', 'pending' or 'accepted'. (You will **not** receive an email confirmation from the IRS.) Save the information/image to your computer and upload it via the chapter portal prior to July 15 each fiscal year.

The treasurer should log in to the IRS account four weeks after the form has been filed to ensure the filing was accepted as processing may take up to four weeks.

Once you've logged into the chapter portal, go to the 'Chapter Management' tab to upload the image/document.

The screenshot shows the ANFP Chapter Management portal. The top navigation bar includes 'Log On', 'Create Account', 'Contact Us', 'ANFP Home', and 'NFE Foundation'. A secondary navigation bar contains 'Chapter Info', 'Current Officers', 'Officer & Volunteer Management', 'Chapter Management' (highlighted), 'Roster', and 'Reports'. A sidebar menu on the left lists various options, with 'Chapter Management' highlighted in yellow. The main content area is titled 'State Meeting - Nebraska ANFP Chapter' and contains instructions for updating meeting information. Below this is a 'Required Reports' section with a table listing various reports and their submission status.

DocType:	DueDate:	Submitted:	Status:
State Achievement Award (2nd part) Download Template File	01/15/2014		Incomplete upload doc
Chapter Budget Download Template File	11/01/2013		Incomplete upload doc
State Achievement Award (1st part) Download Template File	11/01/2013		Incomplete upload doc
IRS Form 990 e-receipt	10/15/2013		Incomplete upload doc
Chapter Bylaws	07/15/2013		Incomplete upload doc