Screen Shots of 2020 Filing Process for the IRS 990N

(For LMSCs that had less than $50,000 in revenue in 2019)

Last Updated 5/11/2021

You must first set up an account on the IRS web site. Begin here:
https://sa.www4.irs.gov/epostcard/

See the IRS 990N User Guide for instructions on setting up your account:
 https://www.irs.gov/pub/irs-pdf/p5248.pdf

When you are ready to file, you will be asked for your LMSC's tax ID number (EIN).
All LMSC EINs are posted in the USMS Guide to Operations, Treasurer section:
http://www.usms.org/admin/lmschb/gto_lmsc_EIN.pdf

After entering the LMSC's EIN number, proceed through the screens as shown on
the following pages.

IRS

Sign Up

Don't have an account? Create one now.

CREATE ACCOUNT >

To create a new account click here.

Log In

Already have a username? Welcome back!

Username

[   ]

LOG IN >

Forgot Username

If you have already created an account previously, enter your username here. And skip down to page 5.

PTIN and FIRE users need a separate account in this system

WARNING! By accessing and using this government computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

Help | IRS Privacy Policy | Security Code Terms and Conditions | Accessibility

Let's Get Started!

It sounds like you have all the necessary information available and can begin.

First Name (as it appears on your most recent tax return)

Last Name (as it appears on your most recent tax return)

Email Address

Confirm Email Address

Enter your information here

A confirmation code will be sent to your email address. You will need to get the code and enter it on the next screen.

SEND CODE >

CANCEL

You'll be sent a confirmation code to the email provided; the code expires within 15 minutes.

Conditions | Accessibility

IRS

Check Your Email

We just sent a confirmation code to | XXXXXXXXXXXX | This code is valid for 15 minutes. Open your email in a new window to get your confirmation code.

IMPORTANT: Keep this window open to avoid having to start over.

Enter the one-time code we emailed you:

[   ]

Didn't receive the confirmation code? Resend the email.

CONTINUE >

CANCEL

Enter the confirmation code that was sent to the email address provided on the previous screen.

Conditions | Accessibility

IRS

Electronically file your Form 990-N (e-Postcard)

e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

More information on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE >

Application Version Number: 1.0.0

Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

MANAGE FORM 990-N SUBMISSIONS >

If you have previously created an account and logged in, click "Manage FORM 990-N Submissions" and follow the steps on pages 10-11

If this is your first time creating an account and logging in, select "Manage E-POSTCARD PROFILE" and follow the steps on pages 6-9 to set up your new profile.

Support | Privacy Policy | Links | Requirements and Tips | FAQ

New Account Setup Screen Shots

New Account Setup Screen Shots

New Account Setup Screen Shots

IRS

e-Postcard Profile

e-Postcard Profile	Select EIN	Organization Details	Contact Information	Confirmation

You are logged in as: **Exempt Organization** | Edit user type

EIN

[   ] - [   ]   **ADD EIN**

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
xxxxxxxxxxxx	UNITED STATES MASTERS SWIMMING INC	04/30/2020	☐

«« Prev

DELETE EIN   **CREATE NEW FILING** ›

Your EIN will then appear under the "Currently Associated EIN(s) section. Select "CREATE NEW FILING"

New Account Setup Screen Shots

Select your EIN from the drop-down list and select continue. Skip down to page

Logged in with a previous account Screen Shots

Select "Create New Filing"

Select your EIN from the drop-down menu and select "Continue"

Filing your Electronic Form 990-N

Organization Details

e-Postcard Profile | Select EIN | **Organization Details** | Contact Information | Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

For the tax year ending

December 31, 2020

Has your organization terminated or gone out of business?

--Select One--

Are your gross receipts normally $50,000 or less?

--Select One--

Organization's legal name -Line 1

UNITED STATES MASTERS SWIMMING INC

Organization's legal name -Line 2

Verify that this is your LMSC's tax ID (EIN) number (Can be found here)

Employer Identification Number (EIN)

XXXXXXXXXXXX

PREVIOUS | CANCEL FILING | CONTINUE

Contact Information

e-Postcard Profile	Select EIN	Organization Details	Contact Information	Confirmation

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Organization's legal name: UNITED STATES MASTERS SWIMMING INC

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

DBA Name - continued

ENTER ADDITIONAL DBA NAMES

Enter the name of your LMSC here, usually in the format of "___ Masters Swimming Committee."

NOTE that the text boxes are limited to 35 CHARACTERS each, so for a long LMSC name you will need to put part of it on the second line as shown here.

NO periods, slashes, etc., in any text fields! The only allowable characters are letters, numbers, and hyphens. Everything else will cause a rejection!!!

Number and Street (or PO Box)*

[ ]

City or Town*

[ ]

State*

[--Select One-- ⌄]

Zip Code*

[ ]

Organization's website address, if applicable

[ ]

Principal Officer:

Type of Name*

[--Select One-- ⌄]

Person Name*

[ ]

Country*

[--Select One-- ⌄]

Number and Street (or PO Box)*

[ ]

City or Town*

[ ]

State*

[--Select One-- ⌄]

Zip Code*

[ ]

The principal officer is usually listed as the LMSC chair or treasurer, or whoever is located at the LMSC's mailing address

NO periods, slashes, etc., in any text fields! The only allowable characters are letters, numbers, and hyphens. Everything else will cause a rejection!!!

< PREVIOUS | CANCEL FILING | SAVE FILING | SUBMIT FILING >

Once complete, select "SUBMIT FILING"
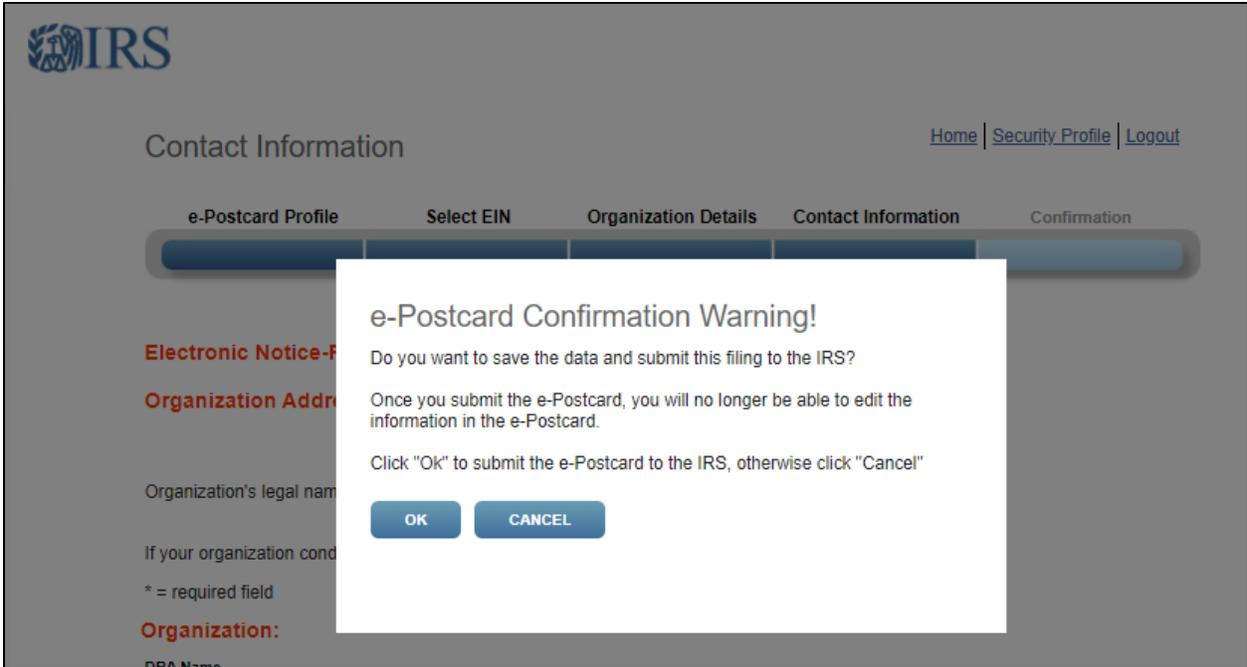
IRS

Contact Information

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

e-Postcard Confirmation Warning!

Do you want to save the data and submit this filing to the IRS?

Once you submit the e-Postcard, you will no longer be able to edit the information in the e-Postcard.

Click "Ok" to submit the e-Postcard to the IRS, otherwise click "Cancel"

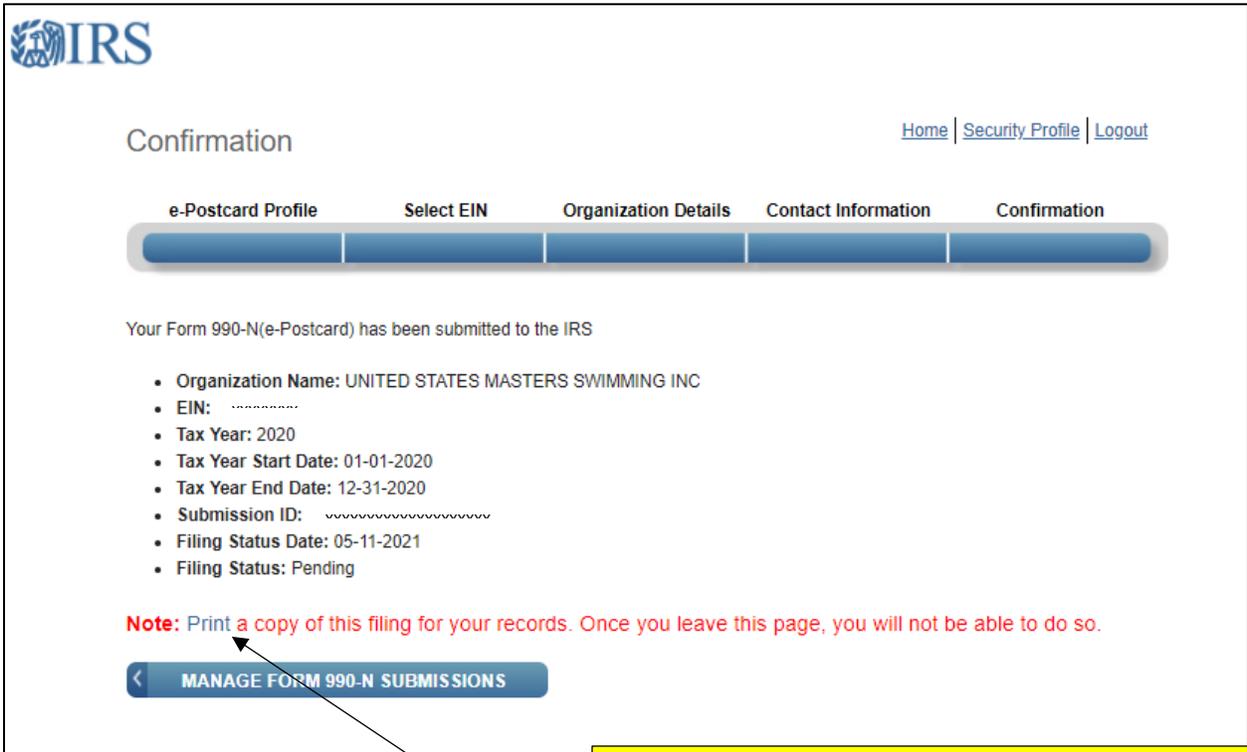[OK] [CANCEL]

Electronic Notice-F

Organization Addr

Organization's legal nam

If your organization cond

* = required field

Organization:

DBA Name

IRS

Confirmation

| e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation |

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** UNITED STATES MASTERS SWIMMING INC
- **EIN:** ~~~~~~~~~~
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** ~~~~~~~~~~~~~~~~~~~~
- **Filing Status Date:** 05-11-2021
- **Filing Status:** Pending

Note: Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[< MANAGE FORM 990-N SUBMISSIONS]

Take a screen shot of this page, or select "Print" to save a copy of the filing to your records, and send to the USMS Volunteer Services team via email volunteer@usmastersswimming.org for our records.