

## **FILE YOUR CLUB'S 990**

Club Secretaries: The form 990-N MUST be filed by February 15th in order for your Kiwanis club to maintain its not-for-profit status.

This includes all club foundations as well.

Thank you to Gary Grose of the Gardner club for sharing this information.

Steps to filing.

1. Go to irs.gov Organization Legal Name is KIWANIS INTERNATIONAL INC
2. Click on Internal Revenue Service
3. (at the top -3rd box over) Click on Charities and Non Profits
4. (Under IRS Resources) click on e-file (left side)
5. Click on Charities and Non Profits - (Under e-file topics) -near bottom - 5th one down
6. e-postcard (Form 990-N)
7. How to file - click here
8. Click on Leave IRS site
9. Chose step one or two
10. Log in ID EIN#...if you do not know your # call e-Postcard technical Support 1-866-255-0654 (toll free) Your EIN# will look like this - 57-122-5002...So Type it in without the dash's and add 01 on the end or 02 etc on the end. ie - 57122500201 or 57122500202.
11. Password - Club name in Caps. ie - GARDNER.