

Filing the e-Postcard for Nebraska JDI (990-E)

The fiscal year for Nebraska is July 1 thru June 30

DUE BY OCTOBER 15th

The information you will need to file Form 990-E is:

- Your Bethel's legal name which is "Jobs Daughters International Bethel [#] Nebraska". In other words no apostrophe, no # sign and no commas.
- Federal Tax ID number which is also called your "Employer's Identification Number (EIN)". Each Bethel and GGC has their own EIN. If you are unsure of the correct number, please contact the Grand Secretary.
- Your Bethel's Address

STEPS FOR FILING FORM 990E-POSTCARD:

- Go to [irs.gov](https://sa.www4.irs.gov/epostcard/secure/home/) and navigate to the Form 990-N OR visit <https://sa.www4.irs.gov/epostcard/secure/home/>
- You will have to create a new ID.me account, even if you have an existing IRS username. Follow the steps to create your new ID and set-up authentication with your personal information.
- Once your account is created, select "Manage E-Postcard Profile" and add your bethel's EIN Number.

The screenshot shows the IRS e-Postcard Profile and Form 990-N Submissions page. The page is titled "Electronically file your Form 990-N (e-Postcard)" and includes links for "Home", "Security Profile", and "Logout".

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

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 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS

Application Version Number: 1.11.2
Version Build Date: 2022-07-31 18:54

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4. Select "Exempt Organization" and add your EIN if only the first time.

e-Postcard Profile [Home](#) | [Security Profile](#) | [Logout](#)

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

You are logged in as: **Exempt Organization** | [Edit user type](#)

EIN

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
No EINs are currently associated with your ID			

5. You'll then "Create New Filing" for your Bethel and select the EIN number from the dropdown that you just added.

Select EIN [Home](#) | [Security Profile](#) | [Logout](#)

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

Please select the EIN for which you want to file for

EIN

- d. On the second page you'll be asked to enter the your Bethel's address — please use the address of the Masonic Temple in which you meet, unless you are not allowed to accept mail at that location. If that is the case, use the Bethel Guardian's address. You'll select that you are a "Person" and use your name and address as principal officer.
6. You will need to go back and log in later to check your filing status in order to report it to the Grand Secretary.
 - a. Select "Manage E-Form 990 N Submissions" to view your status.
 - b. Status Update – it will show you when accepted. This is the copy that you should send with your annual report and to the Grand Secretary.
7. Send the e-mail you receive to Grand Secretary Deanne Grant at grandsecretary@jdne.org

It is extremely important that every Bethel comply with this IRS requirement. The fines and penalties are high for those that do not report. In addition, Job's Daughters International can lose their non-profit status if each Bethel does not file this form. Do not hesitate to contact the Grand Secretary Deanne Grant, if you have any questions or concerns about your Form 990-E.