990-N ePostcard Annual Filing

Detailed, Step by Step Instructions

Current as of

Updated March 4, 2018

High Twelve International, Inc

Pennsylvania Grand Lodge A.F. & A.M.

Eternal Flame Dedication - September 20, 2014 Pennsylvania Masonic Home, Elizabethtown, PA

All Gave Some, Some Gave All

See if you can find Winton Hewitt, PIP in the pictures from the link above.

Follow this link to YouTube for a 60 minute video of the event:

Eternal Flame Dedication at Masonic Village at Elizabethtown

International President's Club #1002

CHARTER

BYLAWS

The International President's Club was formed for those Master Masons who would like to be a member but live in state where there are no clubs. The hope is this could spark some interest and hopefully charter a club.

Additionally there have been some club closures where a few of the members still want to be a member. Any member of a closed club can transfer their membership at no cost.

Members of this club will receive a membership certificate and dues card. They will also receive all electronic and USPS mailings.

The dues for this club are \$10.00 per year payable on May 1st of each year to remain in good standing.

APPLICATION

QUICK LINKS

The Wolcott Foundation

Monthly Update eNewsletter Subscription

Secretaries Information

Obtaining an Employer Identification Number [EIN]

Filing the Annual IRS 990-N ePostcard
Tax Return

Wolcott Foundation <u>Financial Reports</u> are available when logged into this website, they are located under the Wolcott tab above.



The Masonic Ring

Composed by Bro. Howie Damron Howie & Karisa Damron Howie Damron.com

- From the HTI website www.high12.org
- Scroll to the bottom of the Home page
- **➤** Under Quick Links
- >Click on:
- Filing the Annual IRS 990-N ePostcard Tax Return link
- This will open the basic information page under the Everyone Tab; 990-N Filings



IRS 990-N ePostCard changes on how to file:

Prior to February 28, 2016:

The Urban Institute, a third party processor for the IRS, processed the annual 990-N ePostcard filings, that process has ended.

After February 29, 2016:

The IRS began hosting Form 990-N ePostCard filings after February 29, 2016. All form 990-N users (including users previously registered with Urban Institute) who file after February 28, 2016, will be <u>required to re-register before</u> completing the 990-N.

This is a one-time registration. You won't need to register each year. A new feature is multiple EIN's can be associated with your user ID.

Click <u>HERE</u> to see the various screens used to register as a new user AND to file the 990-N ePostCard. Sorry about the fuzzy screens but that is the best I could do for copy/paste.

All Associations and Clubs are required by IRS regulations to file a 990-N ePostcard annually.

Click **HERE** access the IRS Website.

- Everyone; 990-N Filings
 Page
- Click on the larger red

 HERE link as indicated
- ➤ You will be taken to IRS website:
- ➤ Annual Filing Requirements...



Home > Charities and Non-Profits > Annual Electronic Filing Requirement for Small Exempt Organizations Form 990 N e Postcard

Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

English

Charitable Organizations
Churches and Religions Organizations
Political Organizations
Private Foundations
Other Non-Profits
Contributors
Search for Charities
Education Sessions
Charity and Nonprofit Audits
Life Cycle
Free e-Newsletter

About filing

Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, must be submitted electronically.

- The Form 990-N electronic-filing system moved from Urban Institute's website
 to IRS.gov in February 2016. All filers must register at IRS.gov prior to filing
 their next Form 990-N. This is a one-time registration; you won't be asked to
 register again when filing next year.
- Form 990-N must be completed and filed electronically. There is no paper form.
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) <u>User Guide</u> while registering and filing.
- Most common problems can be avoided by following the User Guide.
- For filing system and website issues, see <u>How to File: Frequently Asked</u>
 <u>Ouestions</u>. If site issues are unresolved, call TE/GE Customer Accounts Services
 at <u>877-829-5500</u>. A representative will file your Form 990-N information.
- · Organizations should continue efforts to file, even if late.

Who must file

Most small tax-exempt organizations whose annual <u>gross receipts</u> are <u>normally \$50,000 or less</u> can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

Exceptions to this requirement include:

- · Organizations that are included in a group return,
- <u>Churches</u>, their integrated auxiliaries, and conventions or associations of churches, and
- · Organizations required to file a different return

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your <u>tax year</u>. **You cannot file the** *e-Postcard* **until after your tax year ends.**

Example: If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

Charities & Non-Profits Topics

- Charities & Non-Profits A-Z Site Index
- . Exempt Organizations Select Check
- · Calendar of Events
- · Exempt Organizations Audit Process
- <u>Current Edition of Exempt</u>
 Organizations Update
- Webinars for Tax Exempt
 Government Entities
- <u>Life Cycle of an Exempt</u>
 <u>Organization</u>
- Taxpayer Bill of Rights
- Requesting Educational Services from Tax Exempt Government Entities
- <u>Tax Exempt Government Entities</u>
 <u>Division At a Glance</u>
- Tax Exempt and Government Entities Issue Snapshots
- Tax Topic 102 Tax Assistance for Individuals with Disabilities

- Top part of page provides information on:
- About filing
- > Who must file
- Form 990-N filing due date
- Scroll to the bottom half of page

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends.

Example: If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will <u>automatically lose their tax-exempt status</u>. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS <u>YouTube presentation</u> for more information.

Information you will need when filing Form 990-N

Form 990-N is easy to complete. You'll need only eight items of basic information about your organization.

Ready to file?

After you have read the information above and the User Guide, use the <u>Form 990-N</u>
<u>Electronic Filing System (e-Postcard)</u> page to start the process.

Search for Form 990-N filings

To search for organizations that have filed Form 990-N and to view their filings, see <u>Exempt Organizations Select Check</u>. You can also download the entire database of Form 990-N filings.

- Bottom part of page:
- Ready to file?
- Click on the link:
- Form 990-N Electronic Filing System

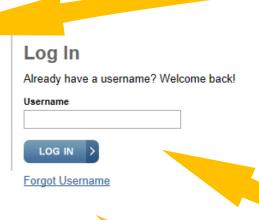
Additional information 5



Sign Up

Don't have an account? Create one now.





PTIN and FIRE us speed a separate account in this system

WARNING! By accessing and using this government computer system, you are constructed use of, or access to, this computer system may subject you to construct the secution and penalties.

IRS Privacy Policy | Security Code Terms and Conditions | Accessibility

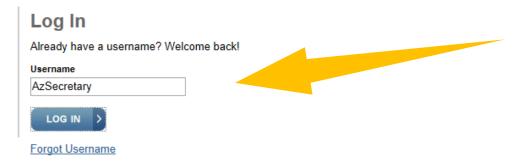
- If you have not filed before you need to create a personal account with the IRS first. Follow the steps from the Create Account.
- If you have an account enter your user name and click on Log In.
- If you forgot your user name click on the link and follow the steps.



Sign Up

Don't have an account? Create one now.





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.

IRS Privacy Policy | Security Code Terms and Conditions | Accessibility

- > Enter Username
- ➤ It is case sensitive (upper and lower case letters!).
- ➤ Click on Log In.



Log In

Verify that your Site Image and Site Phrase below are correct. If the Site Image and Site Phrase are not correct, please do not proceed.

Your Site Image:



Your Site Phrase:

AZ High Twelve

Password

Forgot Password

CANCEL

SUBMIT >

IRS Privacy Policy | Security Code Terms and Conditions | Accessibility

- ➤ Part of the security is picking an "image" when the username was created. Purpose is if it is not the picture you selected you may have been hacked.
- ➤ Enter your password remember is it case sensitive (upper and lower case).
- > Click on Submit
- ➤ If you forgot your password click on the link and follow the steps.



Online Security Information

For your security, we will show you your most recent login history every time you login.

Your Login History

Date	Time	Activity
Jan 20, 2018	16:11	Login
Jan 08, 2018	16:32	Login failure
Jan 08, 2018	16:32	Login
Dec 26, 2017	15:00	Login
Dec 26, 2017	14:55	Login

Security Announcement

The IRS will send email notifications to confirm registration and profile changes, but will never send unsolicited emails



IRS Privacy Policy | Security Code Terms and Conditions | Accessibility

If your password is correct you will see a history of your login activity.



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

Home | Security Profile | 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:

- 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: 1.6.0

Version Build Date: 2018-01-05 15:23

Manage Form 990-N Submissions

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

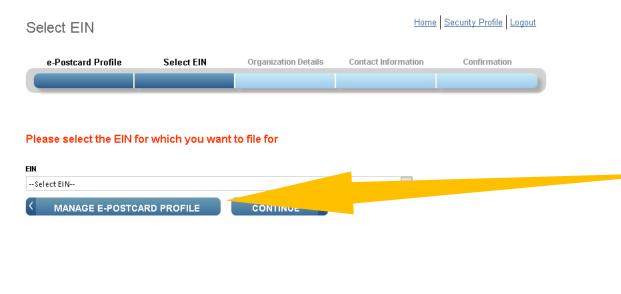
- 1. Create a Form 990-N
- 2. View the status of your existing Form 990-N submission(s)
- 3. Edit an in-progress Form 990-N
- 4. Delete an in-progress Form 990-N

Click on the button below to get started.

MANAGE FORM 990-N SUBMISSIONS

- The ePostcard Profile is where you add the EIN number(s) you will be filing for. All are kept in one place.
- ➤ Manage Form 990-N
 Submissions is where
 you <u>add</u> and <u>select</u> the
 EIN(s) you will be filing
 for.





Support Privacy Policy Links Requirements and Tips FAQ

- ➤To <u>ADD</u> an EIN
- ➤ Click on Manage E-Postcard Profile
- ➤ To <u>SELECT</u> an EIN go to page 17.



e-Postcard Profile

Home | Security Profile | Logout

e-Postcard Profile	Select EIN	Organization Details	Contact Information	Confirmation	
You are logged in as: Exemp	pt Organization Edit	user type			
EIN					

Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
86-0339275	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-6092199	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0311874	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0621360	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0307435	HIGH TWELVE INTERNATIONAL	03/16/2016	
45-3060578	HIGH TWELVE INTERNATIONAL	03/16/2016	
46-3954601	HIGH TWELVE INTERNATIONAL INC	03/16/2016	
01-0945453	HIGH TWELVE INTERNATIONAL	02/22/2017	
26-0273627	HIGH TWELVE INTERNATIONAL	02/27/2017	
61-1735173	HIGH TWELVE INTERNATIONAL	02/27/2017	

««« Prev Page 1 Vext »»

DELETE EIN

CREATE NEW FILING

➤ Key in the EIN number



e-Postcard Profile | Logout e-Postcard Profile | Select EIN | Organization Details | Contact Information | Confirmation | You are logged in as: | Exempt Organization | Edit user type

Currently Associated EIN(s)

1188133

ADD EIN

EIN	Organization Name	Date Added	Delete
86-0339275	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-6092199	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0311874	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0621360	HIGH TWELVE INTERNATIONAL	03/16/2016	
86-0307435	HIGH TWELVE INTERNATIONAL	03/16/2016	
45-3060578	HIGH TWELVE INTERNATIONAL	03/16/2016	
46-3954601	HIGH TWELVE INTERNATIONAL INC	03/16/2016	
01-0945453	HIGH TWELVE INTERNATIONAL	02/22/2017	
26-0273627	HIGH TWELVE INTERNATIONAL	02/27/2017	
61-1735173	HIGH TWELVE INTERNATIONAL	02/27/2017	

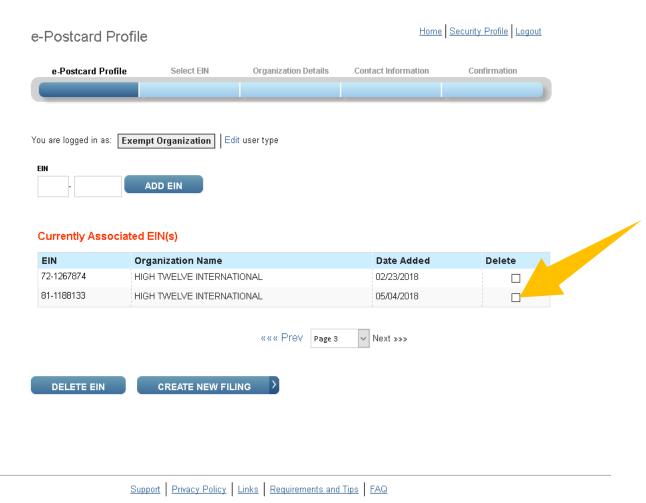
««« Prev Page 1 V Next »»»

DELETE EIN

CREATE NEW FILING

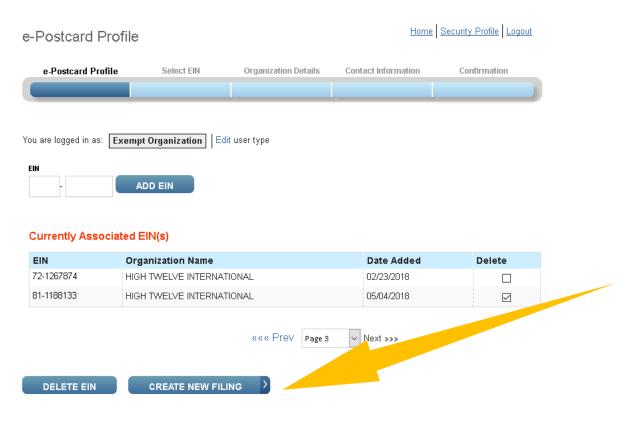
➤ Click on Add EIN





Click in the box to select the EIN you want to file for.





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

➤ Click on Create New Filing



Manage Form 990-N (e-Postcard)

Home Security Profile Logout

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
27-0844937	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Rejected	10065520160760033305	
86-0339275	HIGH TWELVE INTERNATIONAL	2015	12-31-2015	03-16-2016	Accepted	10065520160760033338	
86-6092199	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Accepted	10065520160760033350	
86-0621360	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Accepted	10065520160760033392	
86-0307435	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Accepted	10065520160760033400	
45-3060578	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Accepted	10065520160760033420	
46-3954601	HIGH TWELVE INTERNATIONAL INC	2014	04-30-2015	03-16-2016	Accepted	10065520160760033431	
86-0311874	HIGH TWELVE INTERNATIONAL	2014	04-30-2015	03-16-2016	Accepted	10065520160760033361	
86-6092199	HIGH TWELVE INTERNATIONAL	2015	04-30-2016	06-06-2016	Accepted	10065520161580328446	
46-3954601	HIGH TWELVE INTERNATIONAL INC	2015	04-30-2016	06-06-2016	Accepted	10065520161580328479	

When "manage" is clicked on this screen is displayed showing all filings made oldest to newest, tax year, date year ends, status and submission results.

To create a new filing click on the button.



CREATE NEW FILING

16

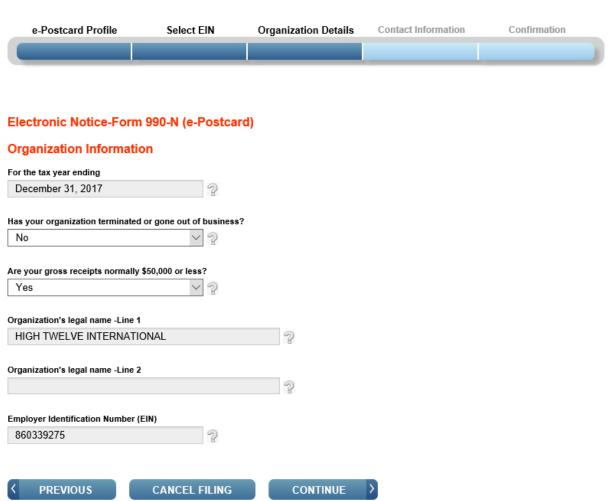






Organization Details





- The Tax Year is pre-filled for you.
- ➤ Is the organization going of business: yes or no
- ➤ Are gross receipts over \$50,000.00: yes or no
- ➤ Organizations legal name is pre-filled for you.
- The EIN is pre-filled for you.
- Click on Continue.

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

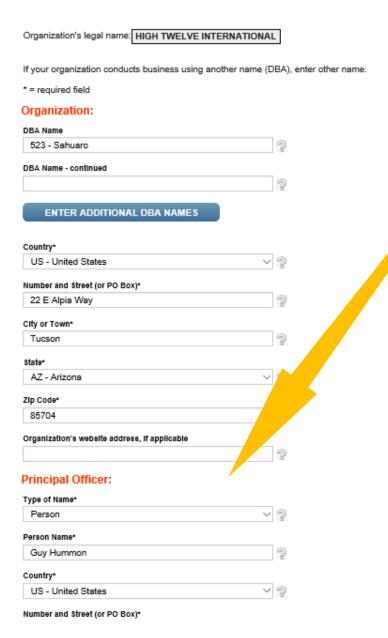
Organization Address and Principal Officer Information

Organization's legal name: HIGH TWELVE INTERNATIONAL	-
If your organization conducts business using another name (D	BA), enter other name:
* = required field	
Organization:	
DBA Name	
	2
DBA Name - continued	
	3
ENTER ADDITIONAL DBA NAMES	
Country*	
Select One	3
Number and Street (or PO Box)*	
	3
City or Town*	
	2
State*	
Select One	3
ZIp Code*	
	3
Organization's website address, if applicable	
	3
Principal Officer:	
Type of Name*	
Select One	3

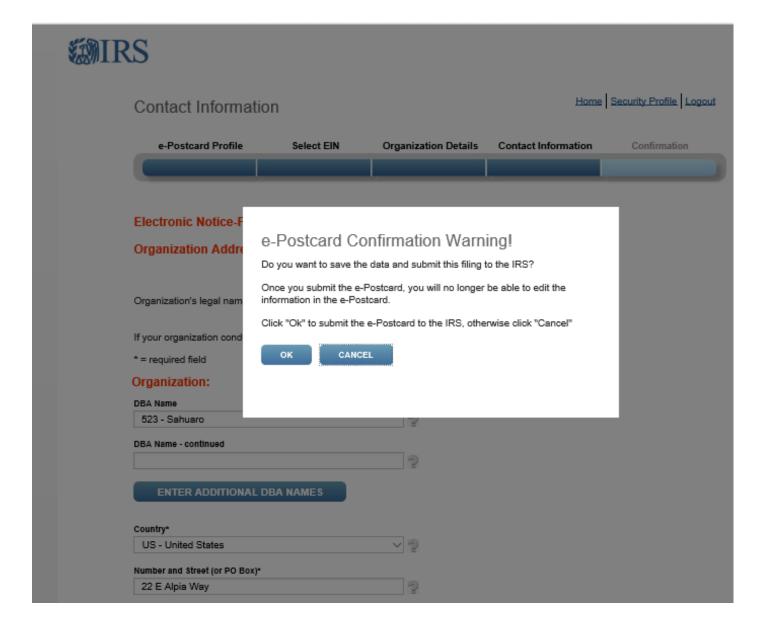
- This page you will have to enter (avoid ALL special characters such as but not limited to: "'-,.%@&):
- Club number and name
- Country select UnitedState from drop down
- Enter your mailing address
- City
- State select from drop down list
- Zip code 5 digits
- Next page shows information that was keyed.

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

Organization Address and Principal Officer Information



- ➤ Principle Officer
- The Principle Officer is who the IRS would contact for additional information if needed or to send notices to. This is the person that is associated with the EIN on the HTI Group Exemption.
- ➤ In most cases this is your information BUT if you are an association secretary filing for all clubs in your association then it would be the secretaries information OR designated EIN contact for the club filing for.



- After the Principle Officers information is entered then click on the submit button.
- The confirmation warning will be displayed
- Click on OK to submit the filing.
- Once submitted you can not go back!



Confirmation

Home Security Profile Logout

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

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

Organization Name: HIGH TWELVE INTERNATIONAL

EIN: 860339275
 Tax Year: 2017

Tax Year Start Date: 01-01-2017
 Tax Year End Date: 12-31-2017

Submission ID: 10065520180351701134

· Filing Status Date: 02-04-2018

· 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

- Once OK is clicked you will see this page.
- Print this page and retain – it show what you filed for and is for your information.
- Filing status is PENDING at this point.

Form 990-N	Electronic Notice (e-Postcard)	OMB No. 1545-2085
Department of the Treasury for Tall Internal Revenue Service	x-Exempt Organization not Required to File Form 990 or 990-EZ	2017 Open to Public Inspection
A For the 2017 Calendar year, or tax year	r beginning <u>2017-01-01</u> and ending <u>2017-12-31</u>	
B Check if available ☐ Terminated for Business ☑ Gross receipts are normally \$50,000 or lead	C Name of Organization: HIGH TWELVE INTERNATIONAL 22 E Alpia Way, Tucson, AZ, US, 85704	D Employee Identification Number 86-0339275
E Website:	F Name of Principal Officer: <u>Guy Hummon</u> 22 E Alpia Way, Tucson, AZ, US, 85704	

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

- This is what the prior page looks like in print format.
- Again it is informational ONLY.
- The IRS will not accept this as 'proof of filing.'



Manage Form 990-N (e-Postcard)

<u>Home</u>	Security Profile	Logout
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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
86-0311874	HIGH TWELVE INTERNATIONAL	2016	04-30-2017	12-05-2017	Accepted	<u>10065520173391568430</u>	
86-0339275	HIGH TWELVE INTERNATIONAL	2017	12-31-2017	02-04-2018	Pending	10065520180351701134	"Get Updated Status" action available 7 minutes following submission

««« Prev Page 4 ∨ Next »»»

CREATE NEW FILING

- When the prior page is closed this page will be displayed.
- It show the filing as PENDING.
- The Submission ID will take you back to the prior page.
- In 7 minutes (plus or minus) the Status should change to ACCEPTED (good) or REJECTED (shows the reason(s)).
- Refresh the page (backwards arrow on you brower).



Manage Form 990-N (e-Postcard)

<u>Home</u>	Security Profile	Logout
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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
86-0311874	HIGH TWELVE INTERNATIONAL	2016	04-30-2017	12-05-2017	Accepted	<u>10065520173391568430</u>	
86-0339275	HIGH TWELVE INTERNATIONAL	2017	12-31-2017	02-04-2018	Accepted	10065520180351701134	

««« Prev Page 4 ∨ Next »»»

CREATE NEW FILING

- After roughly 7 minutes and you have refreshed the page, the STATUS should be updated to ACCEPTED.
- Click on the Submission ID link and the Acceptance document will be displayed.



Confirmation

Home | Security Profile | Logout

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

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

Organization Name: HIGH TWELVE INTERNATIONAL

EIN: 860339275
 Tax Year: 2017

Tax Year Start Date: 01-01-2017
 Tax Year End Date: 12-31-2017

Submission ID: 10065520180351701134

· Filing Status Date: 02-04-2018

· Filing Status: Accepted

MANAGE FORM 990-N SUBMISSIONS

- This is the
 ACCEPTANCE
 document and the
 ONLY proof of filing
 that the IRS will
 accept!
- ➤ Print and keep a copy in a safe place.
- ➤ You can come back and print this a later date as it becomes part of your Username history.