

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

The fiscal year for Nebraska is July 1 thru June 30

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

- a. Your Bethel's legal name which is "Jobs Daughters International Bethel [#] Nebraska". In other words no apostrophe, no # sign and no commas.
- b. 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. Do not use the extended zip code — only the first 5 numbers.
- c. 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.
- d. The Bethel Guardian's email address. If the Bethel Guardian does not have email, then it should be the Guardian's Secretary's email address.
- e. The Bethel's email address if you have one.

STEPS FOR FILING FORM 990E-POSTCARD:

1. Go to the IRS website: www.irs.gov , click on charities & nonprofits at the top of the page
2. Click on 990-N instructions
3. Read as much as you wish, then click on how to file — halfway down the page
4. As noted in these instructions, the form must be filed electronically. There is no paper form.
5. go to <http://epostcard.form990.org/>
6. Choose Register as a new user
7. Read the instructions and then select NEXT
8. Select "Exempt Organization" enter your EIN and select NEXT
9. Choose a password and supply your [Bethel Guardian] name, email address, and phone number. [Make up a password of 6-15 characters, case sensitive — I'd suggest your Bethel name and number: for example, OMAHA01]
10. Click on NEXT
11. Verify the data, back up and fix it if necessary
12. Note the SPAM filter notice
13. Close the window
14. Open your email program — in a couple of minutes a message will arrive, click on the link provided.
15. Check the information and enter the password you chose in step 9 above.
16. Click on the "Create your Form 990 Now" button.
17. On the first page you enter YES you are still in business and NO you did not have gross receipts over \$25,000.00 in your fiscal year.
18. On the second page you enter your Bethel name and number as the DBA Name (Doing Business As). You also enter the business address that you are a "Person" and your name and address as principal officer and the address of any website that you have for the Bethel.
19. Submit the form.
20. You should shortly receive an email saying the report was accepted.

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 or Susan Goolsby at the Supreme Office, if you have any questions or concerns about your Form 990-E.