

File990 Step by Step Instructions

Filing reminders

- You will receive a filing reminder email every month when your 990N is due.
- Click on the link in the filing reminder (next slide) to start your return.
- If you believe you need to file, but haven't received a reminder, you can go to file990.org and create a free account. You will need to input your EIN number, but everything else will work the same way.



It's time to file your nonprofit tax return!

[Get Started Now >>](#)

Dear Charles Bruce Till,

Our records indicate that its **time to file** your annual tax return for FRIENDS OF RECOVERY-LONG ISLAND CHAPTER with the tax period ending 12/31/2014.

To make the process as quick and easy as possible, we have imported your filing information from the IRS database.

If you are no longer in charge of completing tax returns for FRIENDS OF RECOVERY-LONG ISLAND CHAPTER, please forward this email to the appropriate person.

Thank you,
File990 Team

[Click Here to Complete Your Tax Filing >>](#)

Questions?, Call [1-888-430-2253](tel:1-888-430-2253)
or Email support@file990.org.

Click on the Get Started button to access your filing

- When you click get started, we pull all your information from the IRS. You will not need to know your EIN, fiscal year end, etc.
- Clicking on the button in our reminder email is the easiest way to create and file your return.
- If you create your own account, you will just need to know your EIN to create the filing.

-- Select --

Create New 990 File

 Financial Information

 Questionnaire

 Pay & Review

 Submit & Print



Determine Which Form to File (FRIENDS OF RECOVERY-LONG ISLAND CHAPTER)

<p>990N Assets Less Than \$500,000 Gross Receipts Under \$50,000</p> <p><input checked="" type="radio"/></p>	<p>990EZ Assets Less Than \$500,000 Gross Receipts \$50,000 - \$200,000</p> <p><input type="radio"/></p>
<p>* Filing Name: <input type="text"/></p>	
<p>* Year: <input type="text" value="-- Select Year --"/></p>	
<p><input type="button" value="Create"/> <input type="button" value="Cancel"/></p>	

Getting Started

- Select 990N for filing type
- Create a name for your filing
- Select the year you would like to file (this will be the chapter's fiscal year, which is not necessarily the calendar year).

Review your information

- The next page will allow you to review all the information pulled from the IRS before you submit.
- You can see this page on the next slide.



Questionnaire



Pay & Review



Submit & Print



What is your EIN? *(Numbers Only, No Dashes)*

* 562364682

What is the Legal name of your organization? (This MUST be the legal name of the organization or the IRS will not accept the return. The legal name can be found on previous year tax returns or can be looked up for free at <http://www.guidestar.org/Home.aspx>.)

* FRIENDS OF RECOVERY-LONG ISLAND CI

Beginning of Tax Period (This may not be the January 1st and does not always follow the calendar year. Many non-profits use a July 1st tax year beginning date. Search for your tax period at <http://www.guidestar.org/Home.aspx>)

* 01/01/2014

End of Tax Period

* 12/31/2014

Has your organization terminated or went out of business?

Check if terminated

Address Line 1

* PO BOX 262

Check if your Gross receipts \$50,000 or less?

Check

Almost Finished

- Click on Continue and you will be taken to a payment page.
- Your filing is free, but you will still need to fill out the billing page information, shown on next slide.
- Enter the coupon code APOFILINGS.

Test Filing 2013

Create New 990 File

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Purchase

Billing Address

*First Name:

*Last Name:

*Address:

*City:

*State:

*Zip Code:

*Country:

*Phone:

Enter Coupon

Coupon:

Card Information

*Card Type:

*Name on Card:

*Card Number:

*Expiration Date: /

*Security Code:



All payments are processed immediately to allow you to file your 990 instantly. For payment issues please email support@file990.org.

Continue & Review Order

Next click on submit, then click on submit to IRS

On this page (next slide) you will fill out the filing officer information and submit the form to the IRS electronically.

Test Filing 2013

Create New 990 File

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eFile

Step 1 of 2

50%

To efile the IRS requires us to know who you are, the officer filing this return. Please fill out the following form about the Filing Officer.

Filing Officer

*Name

*Address

*City

*State

-- Select --

*Zip Code

*Title

*Phone

Email Address

*PIN (Any 5 Digit Numeric Number)

« Back

Submit

You're finished!

You will receive an email within 24 hours letting you know if the return has been accepted.