Filing 990N for FedEx Retiree Club

1. Access URL <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>. About half way down the page is a link in a blue box to Submit Form 990-N (e-Postcard).
2. At the USER ID field, enter enter email mcthomas.ferc@gmail.com
3. At the Password field on the next page, enter Ferc1IR$2022
4. The next page may or may not be a confirmation page. Just click Continue.
5. At the next page, you will see all of the filings, logins and login failures. This is where you can see if you remembered to file the 990N. Jus Click Continue
6. The site requires two factor verification. A text will come to 901-827-2127 (Martha Thomas)
7. Click Continue once the code has been entered. This should be able to be changed when a new Treasurer is identified.
8. Select Manage 990-N Submissions
9. You will be asked to select an EIN. There is only one in the selection box and it is 72-1532419. FedEx Retiree Club will automatically populate.
10. At the Organization Details page, tax year should automatically populate with May and the current year.
11. Answer NO to the question about termination.
12. Answer YES to the question about gross receipts
13. Legal name is populated automaticalaly
14. EIN populates automatically
15. Click continue
16. The next page is contact information. Right now my information is entered in the fields for address on the page. There are no DBA names for FERC. The contact name and address should be changed to the new Treasurer.
17. Click Submit Filing at the bottom of the page.
18. If there are any errors, they will populate on the next page and you will have to go back and correct them.
19. If there are no errors, an e-Postcard Confirmation Warning! will pop up. Just click OK.
20. The next page is the confirmation. There is a blue link (Print) in the red sentence just about Manage Form 990-N Submissions. Click there and make a copy for the file.
21. Logout.
22. 2022 has been file on 8/24/2022. Should have been filed in July but I didn’t have all of the information with me when I tried to file.