

## **It's easy to file your club's IRS form 990N - the secret is advance preparation.**

1. Get your club's EIN or Tax ID number. Login to <http://www.toastmasters.org/members.aspx> Click on Club Central Click on the link with your club's Name & number Click on "Update my club meeting information" At the bottom of the page it takes you to, you will find your club's Tax ID number. Write it down because the "User ID" at the 990N site is that number (no dashes) followed by "01" (or "02"... if multiple people have reported in the past).
2. Get the Name & Mailing Address of your club's President. If you don't already have it, ask him or her for it, or Click on "Update Club Mailing Address" -- This lists the club and the President's mailing address. Leave the window open so you can cut and paste the information into the 990N form later.
3. Find out whether anyone from your club has filed the form before, and if so, ask them for the Form 990N username and password. If you can't get that information, then you can create a new username and password. (You'll find the directions on the [Form 990N website.](#))
4. After you successfully login, the site will recognize you as being part of "Toastmasters International". Before proceeding, make sure your correct email address is stored in your user profile by following the website instructions to edit your email address. If you don't get this set correctly, the confirmation email sent when you complete the forms will be sent to the (bad) stored address.
5. On the first page, indicate that the club has NOT gone out of Business (Select NO) and that revenue is less than \$50,000 a year (Select YES). Leave the business name alone as "Toastmasters International". Save the data and go to the next page. On the line that asks DBA? (Doing Business As), enter the name of your club, for example: If your club is the Early-Bird Toastmasters, you enter "Early-Bird Toastmasters Club"
6. Wherever they ask for your organization's CEO or President, provide the name and address of your club president. (Select PERSON) above the name. Here's where cut and paste from the toastmasters.org information is handy.
7. When they ask the beginning & end of your club's Fiscal Year, enter January through December. Entering your club's website (without the http://) is optional.
8. You are currently filing for Fiscal Year 2010.
9. Save the changes and then CHECK THE FORM ... Once you hit "Submit" you can not go back and make changes until next year! Additional instructions can be found at <http://www.toastmasters.org/irs990n>

When you complete the process, you will be emailed a copy of your completed Form 990N. Toastmasters International asks that you forward them a copy at [990N@toastmasters.org](mailto:990N@toastmasters.org)