



HONORING OUR PATRIOTS



PRESERVING THEIR LEGACY

Kristen Moore

State Treasurer
treasurer@nydar.org



New York State Treasurer Duties

- Make deposits, write checks and reconcile accounts
- Keep detailed records of transactions. Ensure the deposits and expenses are credited/debited to the correct accounts.
- Report at State Board of Management meetings and NYS Conference and any additional reports needed
- Prepare financial records for review by the accountant in order to have the audit report and tax filings completed.

HONORING OUR PATRIOTS



PRESERVING THEIR LEGACY



Topics for Today:

- National Dues – Electronic Payments
- NYS Dues Form
- NY Members Only webpage
- Miscellaneous
- Annual Package to State Treasurer
- 990 Postcard Submissions
- NYS CHAR 500
- Questions?

HONORING OUR PATRIOTS



PRESERVING THEIR LEGACY

National Direct Payments (Dues, Required Contributions, PG Project)

- Chapters are strongly encouraged to setup direct payments to National. National is expanding the program this year. Chapters will be able to pay dues, the required \$100 contribution and the President General's project directly to National.
- Currently, 81% of NYS Chapters are signed up with several more pending!
- There is a one-time \$0.50 fee to set up the account.
- Your chapter receives 25 points towards your Chapter Master Report if chapter member dues are paid via electronic payment. Your chapter will also be automatically credited 175 points on the CMR if the National Contribution is paid directly.
- Detailed instructions (with screenshots) are found on the DAR Members website under Dues Remittance with a downloadable PDF (OSG-1000.pdf)

<https://www.dar.org/sites/default/files/members/darnet/forms/OSG-1000.pdf>

This is a great way to ensure your Chapter's dues are paid without having to worry about any issues with the postal service!





★

Making Chapter Contributions to NSDAR

Using the New eMembership Functionality

September 2023

Objective



- Learn how to use eMembership to make chapter contributions for
 - Chapter Achievement Awards (CAA) Section 8
 - President General's Project 100% Participation Program
- Note: All other chapter donations for NSDAR programs and projects are made through the Office of Development.

Requirements for Remittances



- The full amount donated for CAA Section 8 contributions is to be made in one payment due on or before December 1.
 - Electronic payment is preferred. It is fast and easy!
 - Donations made by check must be accompanied by the invoice generated from eMembership and mailed to NSDAR.
 - Must have a postmark on or before December 1 for CAA credit
 - May include check and invoice for national dues in the same envelope
 - *Separate checks for dues and donations required*
- Donations to the President General's 100% Participation Certificate Program can be made at any time and spread over multiple payments.



Login eMembership

Member Login

Login ID



Password



Sign In Reset

Forgot/Reset password?
[Click here to reset and change your password.](#)

If you have never received a password and you are a state or chapter Regent, Vice Regent, Registrar, or Treasurer, or you are a state Organizing Secretary. [Click here to send an email to the Organizing Office.](#) Please include your national number, name, chapter and office.

Login to eMembership using your login ID and password.

Forgot password? Follow these instructions.



DAR eMembership Member Management

Click on Updates Tab

This site is designed for chapter and state leaders of the National Society Daughters of the American Revolution.

My Profile VIEW

Name: Sherry Edwards
E-mail: sedwards@dar.org
Chapter Code:
Security Group:

Chapter Master Report (eMQ & eCAA) OPEN CMR

CMR Status: Completed
Chapter Code:
Pin Access Code:

Electronic Application OPEN eAPP

Congratulations! Your chapter now has access to the new online electronic application. To access the new site, [please click here](#) and login using the same credentials you use for eMembership.

The new eApp does not replace the current PDF application. It is simply another option. It is designed for prospective members to complete by themselves. However, specified chapter officers can view what is entered and provide guidance as needed.

All supporting documents must be scanned and uploaded as JPG images. All endorsements and signatures are electronic.





Click here to view all available updates OR select an item from the drop down menu.

Updates

DAR e
This site is
My Pro
Name:
E-mail:
Chapte
Securit

- > CHAPTER MASTER REPORT (CMR)
- > LIST MEMBERSHIP UPDATES
- > LIST MY RECORD
- > VOTING

- QUICK LINKS**
- List All Updates
 - Resign a Member
 - Decease a Member

Important Dates

November 30 - Resignations
December 1 (postmark) - Dues

All resignations and deceased notifications can be processed through eMembership.

Click on List Membership Updates

Chapter Master Report (CMR)

CMR Status: Completed
 Chapter Code: 1041ME
 Pin Access Code: 9340

complete by themselves. However, specified chapter officers can view what is entered and provide guidance as needed.

All supporting documents must be scanned and uploaded as JPG images. All endorsements and signatures are electronic.



eMembership Update Menu

Note: You have authority to perform the updates listed below. The right to perform certain updates varies based on security levels and the office one holds.

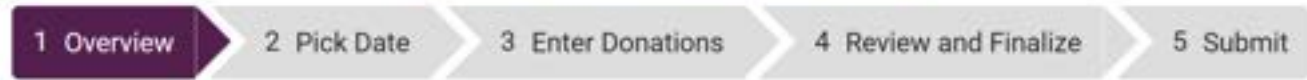
Membership Updates

- [Associate Member Management](#)
- [Chapter Direct Payments](#)
- [Chapter Donation Remittance](#)
- [Chapter Meeting Demographics Edit Screen](#)
- [Chapter Master Report Admin \(CMR\)](#) (MQ & CAA)
- [Decease a Member](#)
- [Resign a Member](#)
- [View and Update My Chapter Member Records](#)
- [Dues Invoicer](#)
- [View and Update My Record](#)
- [Member for Member Update](#)

Click on
Chapter Donation Remittance



Chapter Donation Remittance Wizard



CONTINUE



Click on Continue

For chapters enrolled in direct payments

Overview

The Pay Electronically (0000ST) Chapter is enrolled in DirectPayments. This process will walk you through creating and submitting a chapter donation. Please note, this process is only for chapter donations for Chapter Achievement Awards Section 8 and the membership-based President General's Project 100% Participation program. All other chapter donations and all individual members donations should be sent to the Development Office.

Steps

- Enter a donation date. This date will be used to request funds from your bank. The default is the current date, but a chapter can specify a date up to 28 days in the future.
- Enter a donation amount.
- Review and confirm donation(s).
- Mark transaction(s) complete.
- Only one set of donations can be submitted per day. Users must wait one day after the last process date to submit another donation.
- The donation will be processed 7-14 days after the donation date specified during the entry.



Chapter Donation Remittance

[Menu](#)Chapter: [Pay Electronically Chapter \(0000ST\)](#)

Chapter Donation Rem

[1 Overview](#)[2 Pick Date](#)[3 Enter Donations](#)[5 Submit](#)[PREVIOUS](#)

Donation Date:

08/07/2023



For chapters
enrolled in direct
payments

Use the default donation date or click on the calendar at right to select a date up to 28 days in the future.

Chapter Donation Remittance

[Menu](#)Chapter: [Pay Electronically Chapter \(0000ST\)](#)

Chapter Donation Remittance Wizard

1 Overview

2 Pick Date

3 Enter Donations

4 Review and Finalize

5 Submit

[PREVIOUS](#)[CONTINUE](#)[Click on Continue](#)

Donation Date:

09/01/2023



For chapters
enrolled in direct
payments

The information in this listing is current as of 08.07.2023 @ 6:54:22 AM (Server Time.)

Here September 1 was
selected as the donation
date.

[OLD-SITE](#)

Chapter Donation Remittance

[Menu](#) Chapter: [Pay By Check Chapter \(0000ST\)](#)

Chapter Donation Remittance Wizard

1 Overview

2 Process Date

3 Enter Donations

4 Review and Finalize

5 Download and Print Invoice

[CONTINUE](#)

For chapters paying
by check

Overview

The [Pay By Check \(0000ST\)](#) Chapter is **not** enrolled in DirectPayments. This process will create a PDF invoice that must submit with the chapter donation. Please note, this process is only for chapter donations for Chapter Achievement Awards Section 8 and the membership-based President General's Project 100% Participation program. All other chapter donations and all individual members donations should be sent to the Development Office.

Steps

- Review process date. Please note, your donation will be effective the date is received and manually processed by the Office of the Organizing Secretary General
- Enter a donation amount.
- Review and confirm donation(s).
- Mark transaction(s) complete.
- Download and print your PDF invoice. Submit it along with the check to the Office of the Organizing Secretary General.

Chapter Donation Remittance

[Menu](#)Chapter: [Your Chapter \(0000ST\)](#)

Chapter Donation Remittance Wizard

[1 Overview](#)[2 Pick Date](#)[3 Enter Donations](#)[4 Review and Finalize](#)[5 Submit](#)[← PREVIOUS](#)[CONTINUE →](#)

Donation Date: 09/01/2023

PG Project 100% donations are applied towards a chapter's \$2.50 per member per year requirement. [To see how much your chapter owes to qualify for PG Project 100% participation certificate, click here](#) . A minimum of 2.50 is required to process this donation.

PG Project 100% Donation:

A minimum of \$2.50 is required.

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds totaled \$100 or more.

President General's Project 100% Participation Program



- To earn the 100% participation certificate, the chapter must donate \$7.50 per member for the President General's project based on its membership on January 1, 2023, before June 29, 2025.
- The amount donated may be paid in one lump sum or installments.
- Amount to be donated does not change based on membership gains or losses.
- All chapter donations to the President General's Project **not** based on membership are to be sent to the NSDAR Office of Development and accompanied by a completed Donations and Contributions Form (DEV-1003).

Chapter Donation Remittance

[Menu](#)Chapter: **Your Chapter (0000ST)**

Chapter Donation Remittance Wizard

1 Overview

2 Pick Date

3 Enter Donations

4 Review and Finalize

5 Submit

[PREVIOUS](#)[CONTINUE](#)

Enter any PG Project 100% Participation donation. Leave blank if not making one.

Click on Continue
(if not making CAA contributions)

Donation Date: 09/01/2023

PG Project 100% donations are applied towards a chapter's \$2.50 per member per year requirement. To see how much your chapter owes to qualify for PG Project 100% participation certificate, click here [?](#) A minimum of 2.50 is required to process this donation.

PG Project 100% Donation:

A minimum of \$2.50 is required.

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds totaled \$100 or more.

Chapter Donation Remittance

[Menu](#) Chapter: **Your Chapter (0000ST)**

Chapter Donation Remittance Wizard

1 Overview

2 Pick Date

3 Enter Donations

4 Review and Finalize

5 Submit

[PREVIOUS](#)

[CONTINUE](#)

Donation Date: 09/01/2023

PG Project 100% donations are applied towards a chapter's \$2.50 per member per year requirement. To see how much your chapter owes to qualify for PG Project 100% participation certificate, [click here](#). A minimum of 2.50 is required to process this donation.

PG Project 100% Donation:

0.00

A minimum of \$2.50 is required.

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds totaled \$100 or more.

Option to check required donation remaining to earn certificate

Click on green arrow



Min donation limit: Please contact your chapter for amount(s)

President General's Project 100% Status

Your Chapter (0000ST)

Summary

Count as of Jan 1, 2023	92
Required Amount	690.00
Donated Amount	245.00
Outstanding Balance	445.00

Transaction Date	Amount	Notes
Jan 1, 2023	15.00	Life Member Donation
Mar 15, 2023	230.00	
Balance Total	0	

Special Notice(s)

Review the report then click here to close the window and return to donations screen.

Chapter Donation Remittance Wizard

[1 Overview](#)[2 Pick Date](#)**3 Enter Donations**[4 Review and Finalize](#)[5 Submit](#)[← PREVIOUS](#)[CONTINUE →](#)

Donation Date: 09/01/2023

PG Project 100% donations are applied towards a chapter's \$2.50 per member per year requirement. [To see how much your chapter owes to qualify for PG Project 100% participation certificate, click here](#). A minimum of 2.50 is required to process this donation.

PG Project 100% Donation:

A minimum of \$2.50 is required.

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds totaled \$100 or more.

Historic Programs and Funds:

Educational Programs and Funds:

Patriotic Programs and Funds:

Membership Programs and Administrative Funds:

Enter CAA donations in this part of the window.



Chapter Achievement Awards

Section 8 Contributions



- Chapters must contribute \$100 or more in section 8 by the December 1 deadline to earn 175 points
- The total is calculated by summing the amounts donated to the four categories listed in section 8.
 - Historic preservation
 - Education
 - Patriotism
 - Membership/administrative
- The amount donated can vary across the four categories.



Reports

Updates

Projects

Prospectives

Chapter

Links

Donation Date: 09/01/2023

PG Project 100% donations are applied towards a chapter's \$2.50 per member per year requirement. To see how much your chapter owes to qualify for PG Project 100% participation certificate, click here. A minimum of 2.50 is required to process this donation.

PG Project 100% Donation:

A minimum of \$2.50 is required.

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds totaled \$100 or more.

Historic Programs and Funds:

Educational Programs and Funds:

Patriotic Programs and Funds:

Membership Programs and Administrative Funds:

Enter donations then click continue.

PREVIOUS

CONTINUE





PREVIOUS

CONTINUE

Donation Date: 09/03/2023

PG Project 100% Participation donations are applied towards a chapter's \$7.50 per member per administration . To see how much your chapter owes to qualify for a PG Project 100% participation certificate, click here [A minimum of \\$2.50 is required to process this donation.](#)

PG Project 100% Donation:

Chapter Achievement Awards donations to mission areas of Historic Preservation, Education, Patriotism and Membership/Administrative programs and funds must total \$100 or more to earn points.

Historic Programs and Funds:

Educational Programs and Funds:

Patriotic Programs and Funds:

Membership Programs and Administrative Funds:

PREVIOUS

CONTINUE



If CAA donation does not total \$100 or more, you can still proceed by clicking Continue.

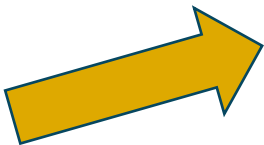


Chapter Donation Remittance Wizard



! Once this donation is finalized, it cannot be changed online. If you need to make changes, you must contact the Office of the Organizing Secretary General.

! The Chapter Achievement Awards donation total is less than \$100. Your chapter will not receive CAA points for this donation.



PREVIOUS

CONFIRM & FINALIZE LIST



Donation Date: 09/01/2023

Warning message displayed if sum is less than \$100

PG Project 100% Donation:	0.00
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	0.00
Total Donation:	\$ 75.00

If your chapter **does not** want CAA points, then click Confirm & Finalize List.

Chapter Donation Remittance Wizard

1 Overview

2 Pick Date

3 Enter Donations

4 Review and Finalize

5 Submit



Once this donation is finalized, it cannot be changed online. If you need to make changes, you must contact the Office of the Organizing Secretary General.



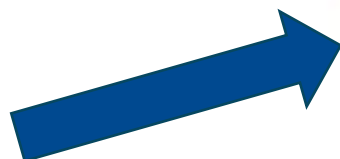
The Chapter Achievement Awards donation total is less than \$100. Your chapter will not receive CAA points for this donation.

PREVIOUS

CONFIRM & FINALIZE LIST

Donation Date: 09/01/2023

Click Previous box to return to Enter Donations screen and make needed adjustments



If your chapter **wants** CAA points

PG Project 100% Donation:	0.00
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	0.00
Total Donation:	\$ 75.00

Chapter Donation Remittance

Menu Chapter: Your Chapter (0000ST)

Chapter Donation Remittance Wizard

1 Overview 2 Pick Date 3 Enter Donations 4 Review and Finalize 5 Submit

! Once this donation is finalized, it cannot be changed online. If you need to make changes, you must contact the Office of the Organizing Secretary General.

PREVIOUS

CONFIRM & FINALIZE LIST



Donation Date: 09/01/2023

PG Project 100% Donation:	0.00
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	25.00
Total Donation:	\$ 100.00

For chapters enrolled in direct payments

If donations are right, Click Confirm & Finalize List button.



emembership.dar.org says

Confirm: Once submitted, this list cannot be changed online. If you need to make a change, you must contact the Office of the Organizing Secretary General

OK Cancel

1 Overview

2

5 Submit

Once this donation is finalized, it cannot be changed online. If you need to make changes, you must contact the Office of the Organizing Secretary General.

PREVIOUS

CONFIRM & FINALIZE LIST

Donation Date: 09/01/2023

PG Project 100% Donation:	0.00
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	25.00
Total Donation:	\$ 100.00

For chapters enrolled in direct payments

Click OK to confirm again that the amounts to be donated are correct.



Chapter Donation Remittance

Menu Chapter: Your Chapter (0000ST)

Chapter Donation Remittance Wizard



Your donation has been submitted. Your chapter will receive credit for the donation(s) as of the processing date selected. Please allow 7-14 days for the donation to process through your bank.

For chapters enrolled in direct payments



For chapters
enrolled in direct
payments

Mistakes Happen



- If your chapter's electronic submission contains an error, contact the Office of the Organizing Secretary General to have it corrected. Email chapterservices@dar.org.
- Contact the office as quickly as possible to ensure that the correct amount of funds are taken from your chapter's bank account.
- Do **not** contact the Office of the Treasurer General. It cannot correct chapter donation records.

Chapter Donation Remittance

[Menu](#)

Chapter: Hannah Weston (1016ME)

Your Chapter (0000ST)

Chapter Donation Remittance Wizard

[1 Overview](#)[2 Process Date](#)[3 Enter Donations](#)[4 Review and Finalize](#)[5 Download and Print Invoice](#)[PREVIOUS](#)[CONFIRM & FINALIZE LIST](#)

Donation Date: 08/19/2023

PG Project 100% Donation:	227.50
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	25.00
Total Donation:	\$ 327.50

The information in this listing is current as of 08.19.2023 @ 11:05:45 AM (Server Time.)

For chapters paying
by check

Review
donations. If
correct, then
click Confirm
& Finalize List
button.





Chapter Donation Remittance

Menu Chapter: Your Chapter (0000ST)

Chapter Donation Remittance Wizard



RETURN TO MENU

Download Invoice

For chapters paying by check

Make the chapter check payable to: **Treasurer General, NSDAR.**

Download the Chapter Donation Invoice and mail it with your chapter check as soon as possible.

Mail to: Organizing Secretary General, NSDAR, 1776 D St NW, Washington, DC 20006-5303

CLICK HERE TO DOWNLOAD



Click to download the remittance form, which must accompany the chapter check.

Donation Remittance Invoice

Make the chapter check payable to: **Treasurer General, NSDAR.**
Mail the Chapter Donation Invoice and check as soon as possible.
Mail to: Organizing Secretary General, NSDAR, 1776 D St NW, Washington, DC 20006-5303.



For chapters paying
by check

Contact Information

Chapter Treasurer's Name: _____ Nat'l Number: _____
Daytime Phone Number: _____ E-Mail: _____

Print remittance
form and mail
with chapter
check to NSDAR

Donation Detail

Process Date: 08/19/2023

PG Project 100% Donation:	227.50
Historic Programs and Funds:	25.00
Educational Programs and Funds:	25.00
Patriotic Programs and Funds:	25.00
Membership Programs and Administrative Funds:	25.00
Total Donation:	\$ 327.50



ID: 1393382

CELEBRATE!



- The National Society hopes you enjoy using this more efficient way to process your chapter's donations for Chapter Achievement Awards Section 8 and for President General's Project 100% Participation Certificates.
- The National Society is very grateful for your chapter's generosity and support of these important programs!



Chapter Treasurer – Dues Sent to State Assistant Treasurer

- NYSO Dues Form –
 - This is writeable PDF that will do all of the calculations for you. Check the math just in case!
 - Deadline to mail is 12/1.
 - Page 1 – Chapter Information is at the top. The information on where to send the form and the check are at the bottom.
 - Page 2 – State Dues Remittal
 - **NYS Dues are now \$9.**
 - Include payment for Life Members as they will not be on your National Invoice. This is important as we send the number of paid members as of December 1 to our State Regent and Credentials Chair.
 - Send a copy of your National Dues Invoice listing members you are paying
 - List any of the chapter members who have transferred into your chapter after August 1 as you will need to remit State dues for them. You do not need to pay for any member who transferred out.
 - Page 3 – Optional NYS Contributions – Minimum for each listed fund is \$5. **It is not mandatory for Chapters to contribute to every fund.**



NYS Organization Website – Members Only Section

The following form is currently available under Member Resources under All Forms

- NYSO Dues Form

Treasurer's Corner should be activated.

The NYS Organization's budget, financial statements, 990 and CHAR filings have been posted.

Miscellaneous –

- Insurance – Chapters need to obtain their own policy if their meeting location requires it as at this time the NYS insurance policy does not cover the chapters.
- NYS Sales Tax Exemptions – This is done through the NYS Sales Tax Department and they issue a ST-119 and you use the ST-119.1 form at your lunches, events, etc. to not have to pay sales tax. Each new treasurer should fill out the back of the ST-119 and mail it into the NYS Sales Tax Dept. to ensure they have the current mailing address for any updates. This is important as these documents are not located on the website to limit the abuse.
- Incorporation - On page 207 of the DAR Newsletter, May/June Volume 23, No 3, the Office of Treasurer General “recommends that all DAR Chapters be incorporated, regardless of size. This is updated guidance on incorporation recognizes that we live in a litigious society. The individual would sue the members of the Chapter since the Chapter is not a legal entity. This could put personal assets at risk.” The link to the NYS Department of State is below which has information on how to incorporate your Chapter including the information on fees.

<https://dos.ny.gov/certificate-incorporation-domestic-not-profit-corporations-0>



Chapter Treasurer – Annual Financial Package to State Treasurer

Please package and send – either in email or USPS – the financial information from your Chapter:

- Accepted 990 postcard or copy of 990 EZ or 990
- Financial Statements
- Audit Committee Report
- NYS CHAR filing (if your Chapter files)

990 N Postcard Submissions

Where do I go?

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>



[Home](#) / [File](#) / [Charities and Nonprofits](#) / 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)

Individuals

Businesses and Self-Employed

Charities and Nonprofits

Exempt Organization Types

Lifecycle of an Exempt Organization

Annual Filing and Forms

Who May File Form 990-N to Satisfy Their Annual Reporting Requirement?

In general, exempt organizations have an annual reporting requirement although there are [exceptions](#).

Most small tax-exempt organizations that have an annual reporting requirement can satisfy the requirements by submitting Form 990-N, Electronic Notice (e-Postcard.) Form 990-N is submitted electronically, there are **no paper forms**.

An organization eligible to submit Form 990-N can instead choose to file Form 990 or Form 990-EZ to satisfy its annual reporting requirement.

Small tax-exempt organizations generally are eligible to file Form 990-N to

Charities & Non-Profits Topics

- [A-Z Index](#)
- [Educational Resources and Guidance](#)
- [Publications](#)
- [Audit Process](#)
- [Contact IRS Exempt Organizations](#)
- [About Us](#)

New Sign-In Instructions

or create an account to submit Form 990-N.

Beginning August 1, 2022, smaller charities that are eligible and choose to file Form 990-N, Electronic Notice for Tax-Exempt Organizations (e-Postcard), must sign into the IRS modernized authentication platform using either their active IRS username or create an account with ID.me, the current IRS credential service provider.

When accessing the [Form 990-N Electronic Filing system](#), you will have three options:

1. **Sign in with their active IRS username:** Users with an active IRS username have the option to access the Form 990-N submission page using their existing IRS credentials or they can choose to create a new account with ID.me.
2. **Sign in with their existing ID.me account:** Users that have an ID.me account to access other IRS online services or from a state or federal agency can sign in using their existing ID.me account.
3. **Create a new ID.me account:** Users that don't have an active IRS username credential must register and sign in with ID.me.

ID.me account creation requires an email address and multi-factor authentication. Form 990-N filers who have an existing IRS username and register for an ID.me account must use the same email address.

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) [PDF](#) for step by step instructions on how to create an account and submit electronic Form 990-N (e-Postcard). Most common problems can be avoided by following the User Guide.

[Submit Form 990-N \(e-Postcard\)](#)



990 Postcard Submissions

Submitting Form 990-N (e-Postcard)

[Are you eligible to submit Form 990-N \(e-Postcard\)?](#)

1. [Register](#) for your account
2. Review the [submission guidance](#)
3. Gather the [information needed](#)

[Submit Form 990-N \(e-Postcard\)](#)

- Consider setting up a Chapter email address to file the 990N
- The benefit is that it can be used year after year and easily transitioned to a new Treasurer.

The screenshot shows a web browser window with the IRS logo at the top. Below the logo, there are two main sections: "Sign Up" and "Log In".

Sign Up: The text reads "Don't have an account? Create one now." Below this is a blue button labeled "CREATE ACCOUNT >".

Log In: The text reads "Already have a username? Welcome back!". Below this is a text input field labeled "Username". Underneath the input field is a blue button labeled "LOG IN >". Below the button is a link labeled "Forgot Username".

At the bottom of the "Log In" section, there is a note: "PTIN and FIRE users need a separate account in this system".

990 Postcard Submissions



Online Security Information

Your Login History

For your security, we will show you your most recent login history every time you login. [Report suspicious activity.](#)

Date	Time	Activity
May 10, 2021	13:32	Login
Apr 28, 2021	19:02	Login
Apr 28, 2021	19:01	Login failure
Mar 01, 2021	15:17	Login
Mar 01, 2021	15:14	Login

Security Announcement

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

[CONTINUE >](#)



990 Postcard Submissions



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:

1. 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 >

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 >



Application Version Number: 1.10.0

Version Build Date: 2020-12-28 15:03



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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
14-6029904	NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION	2017	12-31-2017	05-09-2018	Accepted	10065520181292029780	
14-6029904	NATIONAL SOCIETY OF THE DAUGHTERS OF THE AMERICAN REVOLUTION	2019	12-31-2019	10-06-2020	Accepted	10065520202804047734	
16-1267844	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2015	12-31-2015	03-07-2016	Accepted	10065520160670013917	
16-1267844	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2016	12-31-2016	03-30-2017	Accepted	10065520170890969242	
16-1267844	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2017	12-31-2017	03-07-2018	Accepted	10065520180661794931	
16-6088720	NEW YORK STATE OFFICERS CLUB OF THE NATL SOCIETY U S DAUGHTERS OF 1812	2015	12-31-2015	03-07-2016	Accepted	10065520160670013926	
16-6088720	NEW YORK STATE OFFICERS CLUB OF THE NATL SOCIETY U S DAUGHTERS OF 1812	2016	12-31-2016	03-30-2017	Accepted	10065520170890969253	
16-6088720	NEW YORK STATE OFFICERS CLUB OF THE NATL SOCIETY U S DAUGHTERS OF 1812	2017	12-31-2017	03-07-2018	Accepted	10065520180661794939	
22-3517226	NATIONAL SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION	2019	02-29-2020	10-06-2020	Accepted	10065520202804047744	



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Select EIN

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Please select the EIN for which you want to file for

EIN



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

Organization Information

For the tax year ending

December 31, 2020 ?

Has your organization terminated or gone out of business?

No ?

Are your gross receipts normally \$50,000 or less?

Yes ?

Organization's legal name -Line 1

NATIONAL SOCIETY UNITED STATES ?

Organization's legal name -Line 2

DAUGHTERS OF 1812 ?

Employer Identification Number (EIN)

473605812 ?

[PREVIOUS](#) [CANCEL FILING](#) [CONTINUE](#)

Organization's legal name: NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812

If your organization conducts business using another name (DBA), enter other name:

* = required field

Organization:

DBA Name

Ten Broeck Van Rensselaer Chapter ?

DBA Name - continued

?

[ENTER ADDITIONAL DBA NAMES](#)

Country*

US - United States ?

Number and Street (or PO Box)*

4 Keystone Ct ?

City or Town*

Albany ?

State*

NY - New York ?

Zip Code*

12205 ?

Organization's website address, if applicable

?



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Principal Officer:

Type of Name*
Person

Person Name*
Lisa OBrien

Country*
US - United States

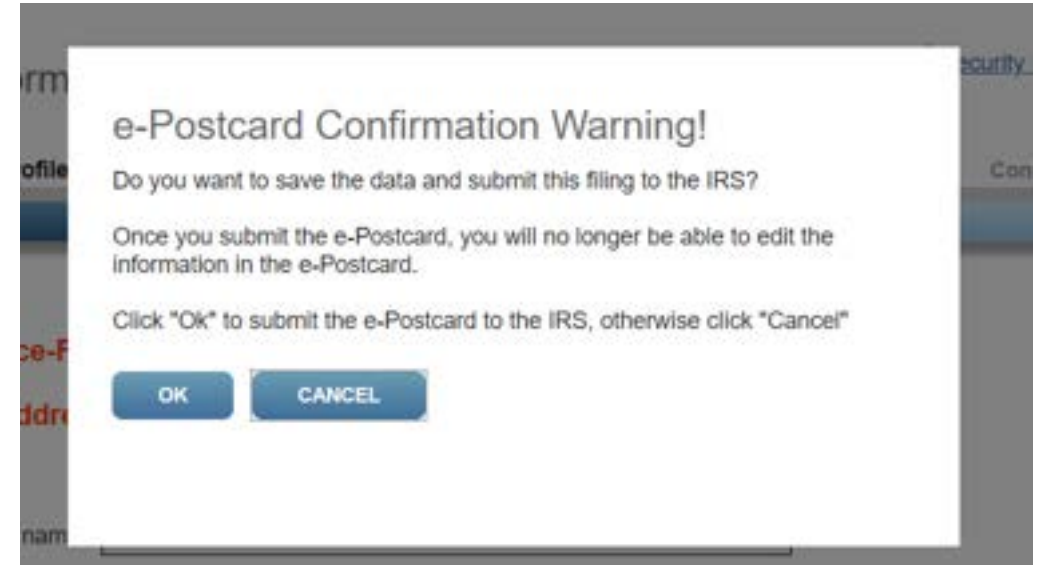
Number and Street (or PO Box)*
4 Keystone Ct

City or Town*
Albany

State*
NY - New York

Zip Code*
12205

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Select EIN

Organization Details

Contact Information

Confirmation

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

- **Organization Name:** NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812
- **EIN:** 473605812
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520211304617728
- **Filing Status Date:** 05-10-2021
- **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.

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e-Postcard Filing Confirmation x e-Postcard View x +

e-Postcard Filing Confirmation
sa.www4.irs.gov

w/epostcard/secure/990n/forms/print/

M. Best Company... Accounting Standar... Advanced mail mer... CPE Depot - Login CPE Depot - Your C... Chase O

Form **990-N** **Electronic Notice (e-Postcard)** OMB No. 1545-2085

Department of the Treasury **for Tax-Exempt Organization not Required to File Form 990 or 990-EZ** 2020
Internal Revenue Service

Open to Public Inspection

A For the **2020** Calendar year, or tax year beginning **2020-01-01** and ending **2020-12-31**

B Check if available
 Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: **NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812**
4 Keystone Ct. Albany, NY, US, 12205

D Employee Identification Number **47-3605812**

E Website:

F Name of Principal Officer: **Lisa OBrien**
4 Keystone Ct. Albany, NY, US, 12205

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.

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EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
23-7248865	NATIONAL SOCIETY OF THE CHILDREN OF THE AMERICAN REVOLUTION	2015	02-29-2016	05-16-2016	Accepted	10065520161370282698	
47-3605812	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2015	12-31-2015	05-04-2016	Accepted	10065520161250192164	
47-3605812	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2016	12-31-2016	03-30-2017	Accepted	10065520170890969257	
47-3605812	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2017	12-31-2017	03-07-2018	Accepted	10065520180661794953	
47-3605812	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2020	12-31-2020	05-10-2021	Pending	10065520211304617728	*Get Updated Status* action available 7 minutes following submission



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47-3605812	NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812	2020	12-31-2020	05-10-2021	Accepted	10065520211304617728	

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

- **Organization Name:** NATIONAL SOCIETY UNITED STATES DAUGHTERS OF 1812
- **EIN:** 473605812
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
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- **Submission ID:** 10065520211304617728
- **Filing Status Date:** 05-10-2021
- **Filing Status:** Accepted



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IRS Charities Search Tool <https://apps.irs.gov/app/eos/>

The screenshot shows the IRS Tax Exempt Organization Search tool interface. At the top, there is a blue navigation bar with the IRS logo and links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below this is a secondary navigation bar with links for File, Pay, Refunds, Credits & Deductions, and Forms & Instructions, along with a search bar. The main heading is "Tax Exempt Organization Search". The search form includes a "Select Database" dropdown set to "Search All", a "Search By" dropdown set to "Employer Identification Number (EIN)", and a "Search Term" input field containing "146020935". A large red arrow points to the "Search Term" field. Below these are fields for "City" (with placeholder "Enter City"), "State" (set to "All States"), and "Country" (set to "United States"). At the bottom, there are "RESET" and "SEARCH" buttons, and a link for "Search Tips".

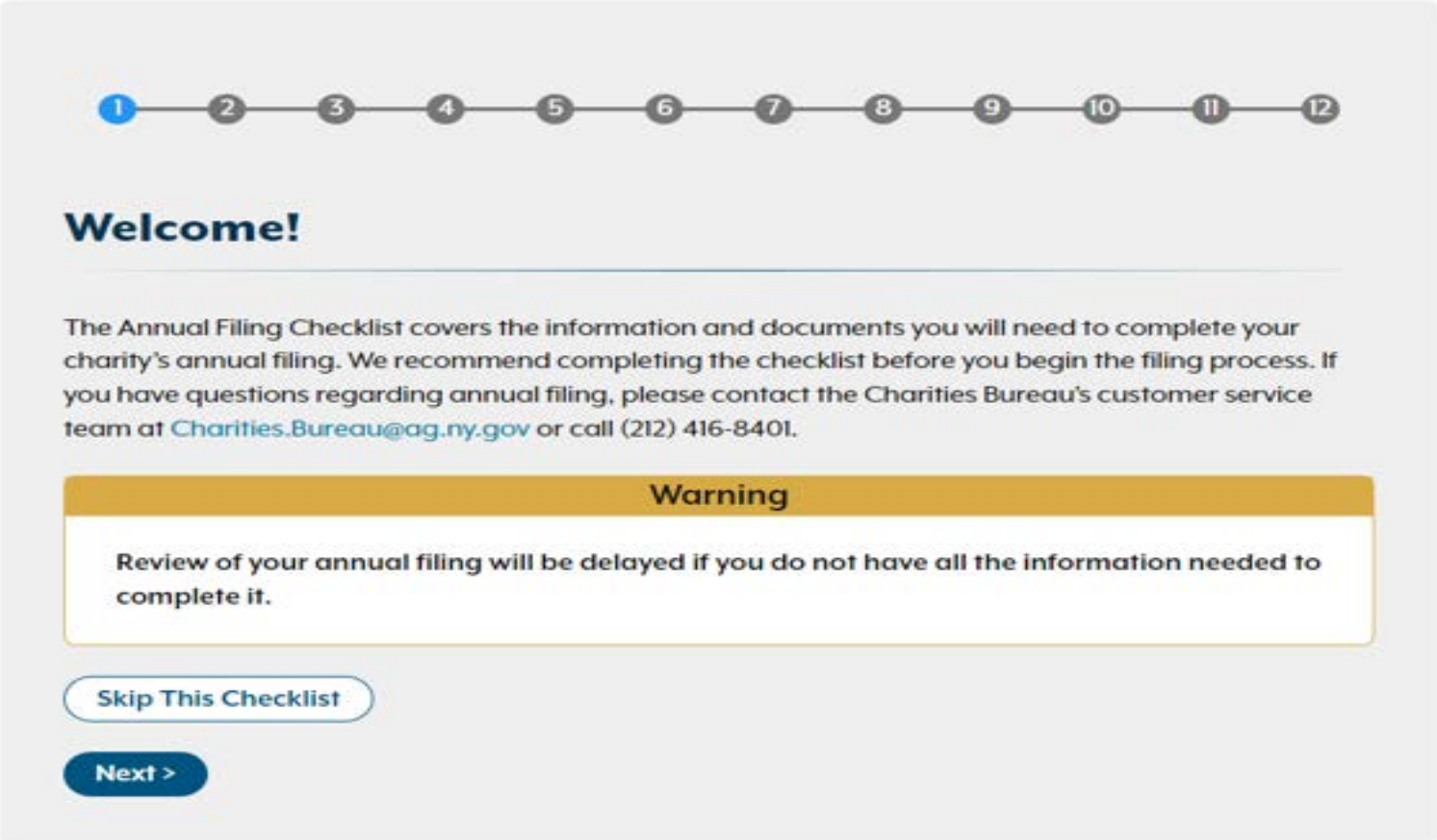


NYS CHAR 500

<https://ag.ny.gov/resources/organizations/charities-nonprofits-fundraisers/charities-annual-filing-char500#filing>
https://ag.ny.gov/annual_filing_checklist

- Must be filed electronically
- Ability to walk through Checklist and then file CHAR 500
- Ability to skip the checklist and directly file CHAR 500

Charities Annual Filing Checklist



The image shows a screenshot of the 'Charities Annual Filing Checklist' web interface. At the top, there is a progress bar with 12 numbered steps. Step 1 is highlighted in blue, indicating the current position. Below the progress bar, the heading 'Welcome!' is displayed. A paragraph of text explains that the checklist covers the information and documents needed for annual filing and recommends completing it before starting the filing process. It also provides contact information for the Charities Bureau's customer service team. Below this text is a yellow warning box with the text: 'Warning: Review of your annual filing will be delayed if you do not have all the information needed to complete it.' At the bottom of the interface, there are two buttons: 'Skip This Checklist' and 'Next >'.

NYS CHAR 500

State Contacts for CHAR 500

- Charities.Bureau@ag.ny.gov
- (212) 416-8401

Login

User name *

Password *

Sign in

[Create account](#) or [Forgot password?](#)

WARNING! This system is the property of the New York State Attorney General and contains U.S. Government information. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of the system is prohibited, and unauthorized use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties.





HONORING OUR PATRIOTS



PRESERVING THEIR LEGACY

Questions?

Contact:

treasurer@nydar.org

Please email if you would like a copy of this presentation.

