



AMVETS National Ladies *Auxiliary*

"We waited together.....Now let's work together..."

June 11, 2021

FROM: Carol King, National Executive Director

SUBJECT: IRS FORM 990 FILING ISSUES

Local Auxiliaries have been having issues with electronically filing their Form 990. Here is some helpful information to make the process go smoother.

The "submittal" of an annual IRS Form 990N is not enough. Auxiliaries should **"Get Updated Status"** action available in 7 minutes following submission and receive confirmation that the IRS **"Accepted"** your Tax Form 990N.

On our website – www.amvetsaux.org - under the Publications tab, click on the Form 990 tab and there are two documents. The first, Form 990 (e-Postcard), explains the requirements for filing a Form 990. The second, Form 990 User Guide, explains how to file your Form 990. Pages 6 - 9 gives step-by-step instructions on how to create an electronic form submission. Pay close attention **Step 13 – Managing Form 990 Submissions**. It is there you will be told about waiting 7 minutes, then refreshing the page to receive confirmation that your submission was accepted. Directions are also there on what to do if your submission is rejected. Links for both documents are provided below. Here are screenshots (sorry the first one's so blurry):

Organization Name	Tax Year	End Date	Cre O	Status	Submission ID	Action
AMVETS	2015	06-30-2016	05-13-2017	Pending	00065520171331190125	Get Updated Status
AMVETS	2016	03-31-2017	12-28-2017	Pending	0006552017164758702	Get Updated Status
AMVETS	2017	08-31-2018	04-14-2019	Pending	00065520191014122	Get Updated Status
AMVETS	2018	08-31-2019	05-26-2020	Pending	00065520201473271352	Get Updated Status
AMVETS	2018	08-31-2019	06-07-2021	Rejected	00065520211634111338	Get Updated Status

Notice on the above picture the far left column that say Action. Under Action it states Get Updated Status. Look at the Status Column. They all say pending.

Now look at the next picture:

Tax Year	End Date	Created On	Status	Submission ID	Action
2015	12-31-2015	04-07-2016	Pending	10065520160980088983	Get Updated Status
2016	12-31-2016	01-12-2017	Accepted	10065520171321178484	
2017	12-31-2017	05-08-2018	Accepted	1006552018128201927	
2018	12-31-2018	02-08-2019	Accepted	100655201903925784	
2019	12-31-2019	04-27-2020	Accepted	10065520201103675526	
2020	12-31-2020	06-07-2021	Pending	10065520211584738756	"Get Updated Status" action available 7 minutes following submission

Notice that 2016, 2017, 2018, 2019 all say accepted and there is nothing under the Action column. Now notice that 2020 says Get Updated Status available after 7 minutes following submission. After seven minutes you must go back to manage submissions and come to this page and click on the link Get Updated Status. When you do this, it will turn pending to accepted. At any time after the initial 7 minute wait, you can go back and check that the submission was accepted and print out prior accepted notifications. You cannot get copies of the submitted Form 990.

<https://www.irs.gov/pub/irs-pdf/p5248.pdf>

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

If you have further questions, please let me know. I will do my best to answer them however you may be better off contacting the IRS directly as they will not give me much, if any, information. Thank you!