

Filing the e-Postcard for Nebraska JDI (990-E)

The fiscal year for Nebraska is July 1 thru June 30

The information you will need to file Form 990-E is:

- Your Bethel's legal name which is "Jobs Daughters International Bethel [#] Nebraska". In other words no apostrophe, no # sign and no commas.
- Your Bethel's address — please use the address of the Masonic Temple in which you meet, unless you are not allowed to accept mail at that location. If that is the case, use the Bethel Guardian's address. Do not use the extended zip code — only the first 5 numbers.
- Federal Tax ID number which is also called your "Employer's Identification Number (EIN)". Each Bethel and GGC has their own EIN. If you are unsure of the correct number, please contact the Grand Secretary.
- The Bethel Guardian's email address. If the Bethel Guardian does not have email, then it should be the Guardian's Secretary's email address.
- The Bethel's email address if you have one.

STEPS FOR FILING FORM 990E-POSTCARD:

- Go to the IRS website: [https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-\(e-Postcard\)](https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-(e-Postcard))
- How to file has a box Use this link to file the e-Postcard or go to the following link in step 3.
- Click on link <http://epostcard.form990.org>
- Click on leave the IRS site.
- Choose Register as a new user or Create your Form 990-N (e-postcard)
- Read the instructions and then select NEXT
- Select "Exempt Organization" enter your EIN and select NEXT
- Choose a password and supply your [Bethel Guardian] name, email address, and phone number. [Make up a password of 6-15 characters, case sensitive — I'd suggest your Bethel name and number: for example, OMAHA01]
- Click on NEXT
- Verify the data, back up and fix it if necessary
- Note the SPAM filter notice
- Close the window
- Open your email program — in a couple of minutes a message will arrive, click on the link provided.
- Check the information and enter the password you chose in step 9 above.
- Click on the "Create your Form 990 Now" button.

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

A	For the tax year period beginning	<input type="text" value="7/1/2014"/>	and ending	<input type="text" value="6/30/2015"/>
B	Has your organization terminated or gone out of business?	<input type="text" value="No"/>		
	Are your gross receipts normally \$50,000 or less?	<input type="text" value="Yes"/>		
C	Organization's legal name - Line 1	<input type="text" value="JOBS DAUGHTERS INTERNATIONAL"/>		
	Organization's legal name - Line 2	<input type="text"/>		
D	Employer identification number (EIN)	<input type="text" value="23-7231797"/>		

Cancel Filing

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Click the  image next to any field for help/instructions.

- Complete the form
- Click on Next
- On the second page you enter your Bethel name and number as the DBA Name (Doing Business As). You also enter the business address that you are a "Person" and your

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name and address as principal officer and the address of any website that you have for the Bethel.

19. Click on Save Changes and then Submit the Filing to IRS.

C Organization's legal name:	JOBS DAUGHTERS INTERNATIONAL
C If your organization conducts business using another name (dba), enter other name:	
DBA name	<input type="text" value="Bethel JDI"/>
DBA name - continued	<input type="text" value=""/>
	<input type="button" value="Enter Additional DBA Names"/>
C In Care of Name	<input type="text" value="Amber Larson"/>
C Organization's mailing address:	
Country	<input type="text" value="United States"/>
Number and street (or PO Box)	<input type="text" value="2424 S 135th Avenue"/>
City or town	<input type="text" value="Omaha"/>
State	<input type="text" value="Nebraska"/>
Zip code	<input type="text" value="68144"/>
E Organization's website address, if applicable	<input type="text" value=""/>
F Principal Officer:	
Type of name	<input type="text" value="Person"/>
Person Name	<input type="text" value="Amber Larson"/>
Country	<input type="text" value="United States"/>
Number and street (or PO Box)	<input type="text" value="3611 N 95TH ST"/>
City or town	<input type="text" value="OMAHA"/>
State	<input type="text" value="Nebraska"/>
Zip code	<input type="text" value="68134"/>

Click the  image next to any field for help/instructions.

20. You should shortly receive an email saying the report was accepted.
21. Send the e-mail you receive to Grand Secretary Denise Hamilton at denisehamilton1@msn.com.

It is extremely important that every Bethel comply with this IRS requirement. The fines and penalties are high for those that do not report. In addition, Job's Daughters International can lose their non-profit status if each Bethel does not file this form.

Do not hesitate to contact the Grand Secretary Denise Hamilton, if you have any questions or concerns about your Form 990-E.