

Screen Shots of 2016 Filing Process for the IRS 990N

(For LMSCs that had less than \$50,000 in revenue in 2016)

You must first set up an account on the IRS web site. Begin here:

<https://sa.www4.irs.gov/epostcard/>

See the IRS 990N User Guide for instructions on setting up your account:

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

When you are ready to file, you will be asked for your LMSC's tax ID number (EIN).

All LMSC EINs are posted in the USMS Guide to Operations, Treasurer section:

http://www.usms.org/admin/lmschb/gto_lmsc_ein.pdf

After entering the LMSC's EIN number, proceed through the screens as shown on the following pages.

Continued on next page >>>



Organization Details

e-Postcard Profile

Select EIN

Organization Details

Contact

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

Organization Information

For the tax year ending

December 31, 2016



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

UNITED STATES MASTERS SWIMMING INC



Organization's legal name -Line 2



Employer Identification Number (EIN)

XXXXXXXXXXXX



Verify that this is your LMSC's tax ID (EIN) number



PREVIOUS

CANCEL FILING

CONTINUE





Contact Information

[Home](#) | [See](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

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

Organization Address and Principal Officer Information

Organization's legal name:

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

* = required field

Organization:

DBA Name

?

DBA Name - continued

?

[ENTER ADDITIONAL DBA NAMES](#)

Enter the name of your LMSC here, usually in the format of “__ Masters Swimming Committee.”

NOTE that the text boxes are limited to 35 CHARACTERS each, so for a long LMSC name you will need to put part of it on the second line as shown here.

NO periods, slashes, etc., in any text fields! The only allowable characters are letters, numbers, and hyphens. Everything else will cause a rejection!!!

Country*
US - United States

Number and Street (or PO Box)*
123 Main St

City or Town*
Anytown

State*
FL - Florida

Zip Code*
33333

Organization's website address, if applicable
www.fgcmasters.org

DO NOT enter the [http://](#) part of the website address. The IRS form will not accept it!

Principal Officer:

Type of Name*
Person

Person Name*
Mickey Mouse

Country*
US - United States

Number and Street (or PO Box)*
123 Main St

City or Town*
Anytown

State*
FL - Florida

Zip Code*
33333

Navigation: PREVIOUS CANCEL FILING SAVE FILING SUBMIT FILING

The principal officer is usually listed as the LMSC chair or treasurer, or whoever is located at the LMSC's mailing address

NO periods, slashes, etc., in any text fields! The only allowable characters are letters, numbers, and hyphens. Everything else will cause a rejection!!!

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e-Postcard Confirmation Warning!

Do you want to save the data and submit this filing to the IRS?

Once you submit the e-Postcard, you will no longer be able to edit the information in the e-Postcard.

Click "Ok" to submit the e-Postcard to the IRS, otherwise click "Cancel"

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Confirmation [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile Select EIN Organization Details Contact Information Confirmation

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

- **Organization Name:** UNITED STATES MASTERS SWIMMING INC
- **EIN:** : xxxxxxxx
- **Tax Year:** 2016
- **Tax Year Start Date:** 01-01-2016
- **Tax Year End Date:** 12-31-2016
- **Submission ID:** xxxxxxxxxxxxxxxxxxxx
- **Filing Status Date:** 02-08-2017
- **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.