The Daughters of the Republic of Texas

_________________________Chapter

__________________________,Texas

Chapter Officer Handbook

Treasurer

February 2018
**Please note:**

Many of the chapter treasurer’s forms referred to in this packet are located on the website for DRT membership. The website is located at: [www.drtinfo.org/members](http://www.drtinfo.org/members)
TREASURER OFFICER DUTIES AS DEFINED BY THE DRT BYLAWS

Article II Fiscal Year, Dues & Fees

Section 1  Fiscal Year.
The fiscal year of DRT shall be from June 1 through May 31 inclusive. The dues year shall be the same as the Fiscal Year.

Section 2  Dues.
A. Annual Dues. The annual dues shall be $45 per Chapter Member and $53 for Members-at-Large, payable in advance. Dues payments are nonrefundable.
B. Deadline. A chapter member whose dues have not been received by the deadline established in the MOP shall be dropped from membership and shall be required to reinstate her membership.
C. First Dues for New Members. DRT annual dues for new members shall be paid with their examination fee for the current fiscal year. Members admitted in the months of March, April, and May shall not be liable for DRT annual dues until the following fiscal year.

Article X - Chapters & Officers

Section 5  Chapter Dues.
Each chapter may assess such chapter dues as its members approve and include in their bylaws for carrying out the objectives of the chapter.

Section 6  Chapter Officers
A. 3. Treasurer  The chapter Treasurer shall:
   a. Collect all dues in accordance with provisions found in the MOP. The Treasurer shall submit the dues report and payment.
   b. Maintain the financial records of the chapter and report to the membership at each chapter meeting.
   c. File the appropriate IRS Form 990 each year on or before October 15 and file the chapter’s Texas Sales and Use Tax Return as set up with the state comptroller’s office on a timely basis.
   d. Provide members with information and forms to obtain their official membership pin and ancestor bars.

Chapter Treasurer’s duties may be found in the Manual of Procedure, beginning on page 19.

Chapter Treasurer’s Calendar

March 1 - Chapters may start collecting dues
April 1 - Send first dues notice
May 1 - Send second dues notice
June 1 - Send third and final dues notice to any unpaid members. Fiscal year begins and first dues report and payment may be sent to DRT Headquarters.
By June 30 - Filing deadline, completed DRT Chapter Related Entity form sent to Treasurer General, including volunteer hours for fiscal year. (See FORMS section of the DRT Member’s website for Dues Report Form)
By July 1 - all dues should be received by the Chapter Treasurer. Unpaid members shall be "resigned" without further notice and payment of a reinstatement fee and current dues shall be required to return
to active status.

**By July 10** - Send final dues report and payment to DRT Headquarters, postmarked no later than July 10th. Chapters applying for the Membership Award should refer to the latest awards forms posted on the members' website.

**October 15** - Deadline for chapter treasurer to e-file form 990N with IRS to maintain 501(c) 3 tax exempt status.

**December 31** - Deadline for chapter contribution to the President General's Project. Check must be received by DRT Headquarters to qualify for the President General's Project Award. [See forms section on the members' website]

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**LISTINGOFDUTIES/RESPONSIBILITIESOFADRTCHAPTERTREASURER**

**Chapter Responsibilities:**

1. With input from the Executive Board, the chapter treasurer creates the chapter yearly budget *(See attached Addendum #1, “A Sample Chapter Budget”)*

2. Chapter treasurer presents a financial report at each meeting.

3. Chapter treasurer receives all funds, deposits in accounts and disburses as directed by the chapter.

4. Chapter treasurer sets up any special accounts that are needed by the chapter (i.e. for district meeting, etc.)

5. Every two years as chapter officer change, chapter treasurer takes minutes of that meeting and goes to bank to change signatures on all bank accounts.

6. Chapter treasurer keeps record of any chapter credit cards that are issued and updates yearly.

7. The treasurer signs the DRT insignia order form. Ordering of insignia is restricted to DRT members.

8. Chapter treasurer is responsible for maintaining signatures on all DRT accounts and safety deposit boxes and notifying for updates as needed.

9. Chapter treasurer orders memorial medallions for deceased members.

10. Chapter treasurer assists member with registration forms for district meetings and conventions. Reserved seating at convention may require forms be sent together.

11. The chapter treasurer handles all transfers and reinstatements for members.

12. Awards Forms responsibilities for the chapter treasurer include:

   a. Achievement Award – Sending chapter monies to DRT entities (i.e., DRT Library Collection, Headquarters, Cradle, Republic of Texas History Center, Republic of Texas Museum, French Legation Museum, etc.)

   b. Membership Award – Collection and submission of 95% of chapter dues by August 1st and the required donation to the President General’s fund by December 31st.

13. If a chapter sells any items to the public, the chapter treasurer is responsible for the collection and remittance of sales tax. *(For complete instructions see page 8)* The chapter treasurer is responsible for remitting sales tax to the State Comptroller. If the chapter has a Sales & Use Tax Permit, she must remit the sales tax following State reporting rules. However if a chapter does not have a Sales Tax Permit, they may report and pay their sales tax through the Treasurer General. Sales tax is reported using a calendar year. The Treasurer General should be sent the total amount of sales, the amount of taxable sales and the sales tax collected. This should be sent to DRT Headquarters, Attention: Treasurer General with a chapter check for the amount of tax.

14. Chapter treasurer submits a signed sales tax exemption form to retailers for the purchases of supplies, etc. that are used by the DRT chapter. *(See pg. 8 for complete instructions)*
State Responsibilities:

1. The chapter treasurer is responsible for the remittance of all collected chapter dues and dues reports to DRT Headquarters. (See Chapter Treasurer's Calendar on pg. 4)

2. The chapter treasurer is responsible for completing the Chapter Related Entity Form, including the chapter volunteer hours, and sending to DRT Headquarters, Attention: Treasurer General by June 30th of each year. (See FORMS section of the DRT Member’s website for Related Entity Form...... See attached Addendum #2 for A “Sample Volunteer Hours Chart/form”)

3. The chapter treasurer is responsible for e-filing the 990N with the IRS to maintain 501 3C tax exempt status. (See attached Addendum #4 for “Instructions on How to E-file a Chapter 990N Form”)

4. Chapter treasurers are responsible for responding to the Senior Members Chair on any requests for verification of 25, 50 or 75 year award certifications. (February 15)

5. Chapter treasurers are responsible for sending DRT Headquarters any changes that occur in member information as they occur. (address, name, phone, email, etc.)

6. Chapter Treasurers' Basic Responsibilities - Detailed

Schedule for Dues Collection, Reporting and Remittance

The Fiscal Year of DRT is June 1 to May 31 and a member’s dues are due each year on June 1. Dues from Chapter members are collected and remitted by the Chapter Treasurer. Dues notices shall be sent by Chapter Treasurers to chapter members by April 1, a second notice to those unpaid by May 1; and if necessary, a third notice by June 1. New members whose applications are approved in the months of March, April and May are not liable for Organization or Chapter dues until the following year.

Organization dues must be received by the Chapter Treasurer by July 1 and the Chapter’s dues payments must be mailed to Headquarters, postmarked no later than July 10. After July 10th, unpaid members are considered "dropped from membership." Unpaid members must go through the reinstatement process and pay the reinstatement fee in addition to the Organization and Chapter annual dues. [See Bylaws Article I, Sec. 7 pg. 4]

Dues Report & Reconciliation

A completed Dues Reporting Form, the Dues Reconciliation Form C.02 and a check payable to DRT for the State dues should be mailed to DRT Headquarters by the deadlines outlined in the Dues Reconciliation Form. Detailed instruction for the Dues Report and Dues Reconciliation may be found on page 9.

Records maintained by HQ Staff:

Headquarters staff shall keep a spreadsheet that records the receipt of every dues report and payment as soon as it arrives. This record will used to track Chapters dues payments and will be used by the Awards Committee later in the year.

Headquarters shall maintain the DRT membership database. Dues shall be posted to each individual member's records as the reports and payments are received. Membership status changes shall be recorded: transfers, resignations, name and address changes, change in marital status, deaths, etc.

Membership Change

The Treasurer shall report immediately to Headquarters all changes in membership, including changes in names, addresses, deaths and marriages.
Reinstatements

An inactive member who desires reinstatement shall submit a written request. Once her qualification for reinstatement has been verified, she shall be restored to full membership upon the payment of her dues for the current year and the reinstatement fee.

The chapter treasurer shall collect Organization and Chapter dues, the reinstatement fee, and submit a completed (M.08 Reinstatement Form), fee, and current Organization dues to DRT Headquarters. [See Bylaws Article I, Sec. 4 (a), and Article II, Sec. 2. Dues and Fees]; (M.08) in the FORMS section of the DRT Member’s website.

Transfers

The chapter treasurer has a significant role in membership transfers. She shall ensure any DRT or CRT member wishing to transfer into her Chapter is accepted following her chapter's bylaws. [See Bylaws Article I, Sec. 4 and 6]. A detailed description of all transfer procedures may be found in the MOP, Membership Section. The member shall use a Transfer Request Form, (M.09) found in the FORMS section of the DRT Member’s website.

Name and Address Changes

Send all changes regarding membership information (deaths, marriages, address changes, etc.) to the DRT Headquarters as they occur. Changes may be sent by email to headquarters@drtinfo.org, or the fill-in Member Data Change Form (M.07) in the FORMS section from the DRT Member’s website. It may be emailed or sent through the mail.

It is not necessary to send the names of new members, since the Registrar General sends a list of all newly-approved members to Headquarters. Staff at DRT Headquarters maintains the membership database. In late March each year the chapter treasurer shall receive a chapter membership roll from the Custodian General. The chapter treasurer should make all necessary corrections and return the chapter roll to the Headquarters, keeping copies for herself and the Chapter President. This corrected data shall be used for the Annual Proceedings. This membership roll provides a starting point for listing chapter members on the dues report in the fall.

Payments - Who, What, Where & How

Dues & Fee Payment with New Member Application

When an applicant submits her application papers to the Chapter Registrar, the check accompanying the application shall include Organization dues and examination fee. It may or may not include the chapter dues, depending on the chapter's procedure for collection of this first payment of chapter dues. Technically, the chapter dues are not due until the applicant’s papers have been approved by the Registrar General and a membership number assigned. Some chapters prefer to collect Organization and Chapter dues and the examination fee in one check payable to the Chapter. The Chapter then sends a Chapter check for the Organization dues and examination fee with the application papers. If this procedure is followed and the application is rejected, the Chapter must refund the Chapter dues to the applicant.

Ordering Insignia

Jewelry/Insignia Order Forms are (J.01) for CRT members and (J.02) for DRT members in the FORMS section from the DRT Member’s website. After completing the order form the member shall obtain the signatures of the Chapter President and Chapter Treasurer, attach a personal check and mail to J. Brandt Co., Inc. 2816 W. Lancaster Ave., Ft. Worth, TX, Telephone: 1-800-435-5749.

Checks
All checks sent to the Registrar General or to the Custodian General for items purchased from the DRT Headquarters should be made payable to DRT.

**Remitting Dues & Fees**

All payments for dues, fees should be payable to DRT, Inc. and sent to DRT Headquarters using a Chapter check. Dues and Fees listed below may be found in Bylaws, Article I. Sec 16 and are approved by the membership at convention with amendments to the DRT Bylaws.

- Chapter Members $45.00 per annum
- Members-at-Large $45.00 per annum plus $8.00 administrative fee
- Examination Fee $70.00
- Supplemental Fee $40.00
- Reinstatement Fee $25.00
- Transfer Fee $25.00

**Ordering DRT Supplies**

Application papers, CDs, ribbons, books, etc., should be ordered from the Custodian General, DRT Headquarters, 510 East Anderson Lane, Austin, Texas 78752-1218. A current supply list is found on the Member’s website under Headquarters > Chapter & Membership Supplies & Services. Applications for memorial medallions must be sent to the Historic Sites Committee. The Treasurer General does not sell anything.

**Donations & Memorials**

For donations to a specific project or DRT entity (i.e. Library, Republic of Texas Museum or Republic of Texas History Center (new building), checks should be made payable to DRT, Inc. and mailed to DRT Headquarters, with exception to the Cradle (see list below). The purpose of the payment MUST be noted on the check and in a letter or note explaining the purpose of the donation. Contributions to the President General’s Project should be with a separate check when sent with a dues report. Undesignated donations should be sent to the attention of the Treasurer General and mailed to HQ. When sending a memorial donation, please include the name and address of the person(s) who should receive acknowledgment and notification.

- Donation to the following should be mailed to: 510 East Anderson Lane Austin, TX 78752-1218
  - Republic of Texas History Center (HTRC or Vision Fund)
  - Republic of Texas Museum
  - DRT Library Collection
- Donations to The Cradle should be mailed to:
  - The Cradle, P. O. Box 3268 Galveston, TX 77552-3268

**Government Reporting - IRS & State Comptroller**

**Federal:** IRS Tax Identification Number & 990N Filing Requirements

Chapter treasurers should file an IRS 990N before October 15 each year. Failure to do so will result in a substantial fine from the IRS. This is done online and assistance is available from the Treasurer General or her designee. Screen Shots and instructions are included in Addendum #3.

Each Chapter has its own Federal Tax ID number. Verification of this number may be obtained from the Treasurer General or from DRT Headquarters' staff.
Related Entity Report & IRS 990

Each year before June 30, the Treasurer shall remit the Related Entity Report to the Treasurer General (or her appointed recipient) including the following information:

1. Total gross chapter income for the fiscal year ending May 31. Chapter income shall include all funds received from June 1 through May 31, such as chapter dues, donations, grants, bequests, merchandise sales, and proceeds from auctions and raffles. Chapter income shall not include Annual dues and fees or donations to the President General’s Project fund.

2. Number of chapter members who volunteer for DRT purposes and the total number of chapter volunteer hours from June 1 through May 31.

State of Texas: Sales Tax Collection and Remittance

If a chapter sells anything, with the exception of books that the chapter has published, the chapter must collect and remit sales tax on all items it sells. Each chapter may hold two (2) one-day, tax-free sales or auctions each calendar year. For purposes of exemption, one day is counted as 24 consecutive hours.

The sale of tangible property is subject to Texas sales and use tax. Tangible property includes property that may be seen, weighed, measured, felt, touched, or that is perceptible to the senses in any manner. A ground rental for hosting an event is not subject to sales tax unless billed in connection with the sale of a taxable item. Sales tax is due from the purchaser on the sales price of taxable items sold at an auction.

If a chapter plans to sell to the general public, it must obtain a sales tax permit. This permit may be obtained free of charge from a State Comptroller’s Field Office or through the toll free number, 1-800-252-5555. You must first have your chapter’s federal identification number to obtain the Texas sales tax number [See MOP, Chapter Officers/Duties [New Chapters], fourth paragraph]. Chapter sales shall probably be small enough for an annual sales tax report, and the report itself is very simple with easy-to-follow instructions.

New chapters must obtain a Texas sales tax permit. Permits, fillable tax exempt forms and fillable Sales & Use Tax Report forms may be obtained from the State Comptroller’s website: www.comptroller.texas.gov

The following formulas provide a simple method to calculate the taxes while charging a round amount for items being sold:

1. Assume a price of $10.00 includes tax at a sales tax rate of 8.25 percent.
   $10.00 divided by 1.0825 equals $9.264, which is the price of the item without tax.
   To prove: $9.264 multiplied by 8.25% equals $.76. $9.24 + $.76 = $10.00.

2. To clear $10.00 on an item without charging $10.83, i.e., $10 price plus 83 cents tax, round the price up to the nearest dollar, in this case, charge $11.00. Applying the formula:
   Divide $11 by 1.0825 = $10.16 the price of the item for reporting purposes;
   $.84 is the tax, therefore: $10.16 + $.84 = $11.00.

Purchases for Chapter use or resale

DRT and all chapters are exempt from paying sales tax on all items purchased for use by DRT or the chapters. This includes office supplies, printing, equipment rental, or meals at a chapter luncheon meeting at a public eating place (chapter check must be used). It does not include members' hotel rooms at Convention. A sales tax exemption form must be completed and given to the retailer. (A copy of this form may be obtained from the State Comptroller’s website: www.comptroller.texas.gov) The chapter treasurer should keep a supply of these forms to use when making purchases, listing the chapter and signing the form. If the chapter does not have a mailing address, the person making the purchase should use her own address. Please note that an
ID number is not necessary to be exempt. If the supplier is insistent, use the chapter's Federal Identification Number. The important information is that we are exempted under Section 501(c) (3) by the Internal Revenue Service.

FORMS USED BY THE CHAPPERTREASURER

(DRT member website under the FORMS section at www.drtinfo.org/members)

1. Chapter Dues Report Form
2. Chapter Dues Report Form in Excel Spreadsheet format
3. Chapter Dues Reconciliation Form
4. Headquarters Order Form
5. Membership Data Change Form
6. Reinstatement Form
7. Related Entity Form
8. Transfer Request Form.

CHAPTER DUES REPORT FORM C.01

Instructions:
Make copies as needed of Form C.01 in FORMS section of the DRT Member’s website. If your chapter uses a computer file for dues reports, please use a similar format.
Report heading at the top of each report:
1. Report number 1, 2, or 3 and the date should be on every page.
2. The fiscal year you are reporting, such as 2017-2018.
3. Chapter name, chapter city, and DRT district.
4. Treasurer’s name, phone number, and e-mail address.
5. Members’ names shall be alphabetical, by last name (regardless of payment status) and include their membership number.
6. Members should be listed in alphabetical order by last name/first name. The form includes columns for: deceased, resigned, transferred out, transferred in, new since April 1, reinstated and emeritus members who do not pay dues. Indicate with a date, which have deceased, resigned, or transferred out/in (include new chapter name). Emeritus members should be included. Do not list associate, affiliate or posthumous members. If a member’s dues were not received, mark her as “no reply” on the final dues report.
7. Each Chapter Treasurer’s dues remittance to Headquarters shall contain three (3) items:
   1. Chapter check for Organization dues, made payable to DRT;
   2. Dues Report Form C.01,
   3. Dues Reconciliation Form C.02. [See FORMS from DRT Members website]

Column headings:

A. Number each member in this column when you are finished, or let the computer do it for you.
B. DRT No., from the roll sent by Headquarters in April or your Chapter yearbook.
C. Last name, first name of member, in alphabetical order. When submitting multiple reports, always list all members; do not omit names of members whose dues were remitted on a previous report or not yet received.
D. Report 1. If this member’s dues are remitted in your first report, enter the amount. The Total of the column at the bottom of the report should equal the amount of the first check you send.
E. Report 2. If this member’s dues are remitted in your second report, enter the amount. The Total of the column at the bottom of the report should equal the amount of the second check you send.
F. Report 3. If this member’s dues are remitted with your third report, enter the amount. The Total of the column at the bottom of the report should equal the amount of the third check you send.

These are members lost:

G. Deceased. Enter date of member’s death.
H. Resigned. Enter date of member’s resignation.
I. Transfer Out Date-To. Enter date of the transfer, and name of Chapter she transferred to.
J. No Reply. If member did not ever reply to dues notices, enter the number 1 or a check mark, and total column at bottom.

These are members gained:

K. New member before 3/1. Enter date new member’s application was approved; remit her dues.
L. Reinstated. Enter date member was reinstated; remit her dues.
M. Transfer In Date-From. Enter date and name of Chapter she transferred from; remit dues.
N. New member on or after March 1. Enter date approved after March 1; they owe no dues this year.
O. Emeritus. Enter 1 for each emeritus member; they pay no dues; total column at bottom of report.

Dues Reconciliation:

Complete and submit a Dues Reconciliation Form C.02 with each dues remittance [See FORMS section from the DRT member’s website].

Start with the final number from the previous year’s report, adding and subtracting per the above referenced categories. The final number should match the total number of paid members for your chapter. Note: Emeritus members should be added after the number of paid members.

This procedure allows the Organization to account for all members, added or removed, from each chapter since the previous year’s final dues payment. PLEASE LIMIT THE NUMBER OF DUES REPORTS TO THREE (3).

Headquarters staff must reconcile the dues report with the enclosed payment. If there is a discrepancy between the two, the Chapter Treasurer must be contacted to determine a solution. Payments shall be deposited and each chapter treasurer, or Member at Large, shall be notified by email that the payment was received.

Addendum# 1 - SAMPLE CHAPTER BUDGET
<table>
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<tr>
<th>Item</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Income: Chapter dues 70 members x $10</td>
<td>$700.00</td>
</tr>
<tr>
<td>District &amp; Convention Sales</td>
<td>$475.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>$1,275.00</td>
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<tr>
<td>Expenses:</td>
<td></td>
</tr>
<tr>
<td>Safe deposit box rental</td>
<td>$70.00</td>
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<tr>
<td>Chaplain expenses</td>
<td>$30.00</td>
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<tr>
<td>Yearbooks</td>
<td>$120.00</td>
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<tr>
<td>Postage for yearbooks</td>
<td>$50.00</td>
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<tr>
<td>Cradle</td>
<td>$100.00</td>
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<td>The Vision-RTHC</td>
<td>$100.00</td>
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<td>DRT Library</td>
<td>$100.00</td>
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<td>Republic of TX Museum</td>
<td>$100.00</td>
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<tr>
<td>Stamps for dues</td>
<td>$50.00</td>
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<tr>
<td>DRT Inc. Annual Proceedings</td>
<td>$25.00</td>
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<tr>
<td>Registrar Expenses</td>
<td>$50.00</td>
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<tr>
<td>Essay Winner prizes</td>
<td>$50.00</td>
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<tr>
<td>Essay Winner certificates</td>
<td>$10.00</td>
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<tr>
<td>Memorial Donations</td>
<td>$30.00</td>
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<tr>
<td>President General's Project</td>
<td>$70.00</td>
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<tr>
<td>($1.00 per member)</td>
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<tr>
<td>Total Expense</td>
<td>$955.00</td>
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<td>Increase (Decrease):</td>
<td>$320.00</td>
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# Addendum # 2 - A SAMPLE VOLUNTEER HOURS CHART/FORM

VOLUNTEER HOURS for the_________CHAPTER  
April 16, 20___- April 15, 20____

(Include regular meetings, committee meetings, special chapter events, District Meeting, Convention, presentations to other groups, performing duties of an office, etc.)

<table>
<thead>
<tr>
<th>Name</th>
<th># of Volunteer Hours</th>
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12
1. Do a search for 990
2. Select: Form 990-N (e-postcard)
Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead.

If you do not file your e-Postcard on time, the IRS will send you a reminder notice. There is no penalty assessment for late filing the e-Postcard, but an organization that fails to file required e-Postcards (or information returns — Forms 990 or 990-EZ) for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization’s tax-exempt status will not take place until the filing due date of the third year. Watch the IRS YouTube presentation.

Due Date of the e-Postcard

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day. You cannot file the e-Postcard until after your tax year ends.

How to File

Use this link to file the e-Postcard. If you have trouble accessing the system using that link, you may be able to access the filing site directly by typing or pasting the following address into your Internet browser: http://postcard.irs.gov. When you access the system, you will leave the IRS site and file the e-Postcard with the IRS through our trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

Information You Will Need to File the e-Postcard

The e-Postcard is easy to complete. All you need is eight items of basic information about your organization.

Who Must File

Most small tax-exempt organizations with gross receipts that are normally $50,000 or less must file the e-Postcard. Exceptions to this requirement include:

- Organizations that are included in a group return.
- Churches, their integrated auxiliaries, and conventions or associations of churches, and
- Organizations required to file a different return

To search for organizations that have filed an e-Postcard and to view their filings, see Exempt Organizations Select Check. You can also download the entire database of e-Postcard filings on that site.
Please note that by clicking on this link, you will leave the IRS web site and enter a privately owned web site created, operated and maintained by a private business.

The information that this private business collects and maintains as a result of your visit to its web site may differ from the information that the IRS collects and maintains. (Please see the IRS web site privacy and security notice for privacy protections IRS provides to web site visitors).

By linking to this private business, the IRS is not endorsing its products, services, or privacy or security policies. We recommend you review the business's information collection policy or terms and conditions to fully understand what information is collected by this private business.

4. Select: “Leave IRS Site”
5. Register &
then create &
submit your
990-N Form.
Registering
as a "New
User" will
only be done
the first time you

STEP 1: Register as a New User
To file Form 990-N (e-Postcard), you must register and obtain a login ID. Click the link
above to request a login ID. If you already have a login ID, either recently created or
from a previous year, go to Step 2.

STEP 2: Create your Form 990-N (e-Postcard)
Once you have a login ID, you can access the system and create your e-Postcard. Click
the link above to begin the process.

STEP 3: Submit your Form 990-N (e-Postcard)
Once you complete your e-Postcard, click the "Submit Filing to IRS" button.

Requirements and tips for using this website.

Questions or problems regarding this website should be directed to Tech Support.
Concerned about your privacy? Please view our privacy policy.
This website is best viewed with Microsoft Internet Explorer 6.0+ or Mozilla Firefox with a screen resolution of 1024 X 768.
Last modified: April 9, 2015.
When asked for the primary officer please use the Chapter Treasurer's name & information. You will be emailed a receipt upon completion stating that the filing was accepted. Please forward by email or print and mail this automated response to the DRT Treasurer General or her designee. The DRT Treasurer General or her designee should provide you with her email address after May 31st.

Once completed, you will receive an email confirmation—please forward that email to the Treasurer General.