


## FILING A CALIFORNIA EXEMPT ORGANIZATION E-POSTCARD KNOWN AS A CA 199N

In order to file a CA 199N e-postcard you must have an entity ID. Use the following website [https://www.ftb.ca.gov/businesses/Exempt\\_organizations/Entity\\_list.shtml](https://www.ftb.ca.gov/businesses/Exempt_organizations/Entity_list.shtml) to see if your chapter already has an entity ID assigned. If it does not appear on the list the chapter must file a California Form 3500 to apply for an entity ID. This form requires that a \$25 application fee accompany the form. Use the CA Form 3500 instructions.

[https://www.ftb.ca.gov/online/199N\\_ePostcard/](https://www.ftb.ca.gov/online/199N_ePostcard/) is the web address for the CA 199N e-postcard. Here are the step by step procedures for completing the CA 199N e-postcard:



The screenshot shows the State of California Franchise Tax Board website. The header includes the CA.GOV logo, the State of California Franchise Tax Board name, and navigation links for Contact Us, About Us, Languages, and CA.gov. A search bar is also present. The main navigation menu includes Home, Individuals, Businesses, and Tax Professionals. On the left, there is a sidebar with links for FAQ, Technical help, and Contact us, along with a Live Chat button. The main content area is titled "199N California e-Postcard" and contains the following text:

This new requirement applies to account periods beginning on or after January 1, 2010.

Tax-exempt organizations that normally have annual gross receipts of \$25,000 or less must electronically submit information annually. For more information, see [199N filing requirements](#).

To submit an e-Postcard, you need:

- Your Entity ID number or California Corporation number.
- [Basic information](#) about your organization.
- A [compatible browser and operating system](#).

For security purposes, you have 20 minutes to complete each page. After 20 minutes your session ends and you must start over.

We provide a confirmation number as proof you successfully filed your e-Postcard. Print the confirmation page for your records.

We recommend you log out and close your browser when you are done to ensure the highest level of security.

Click “Continue”.

## FTB - Privacy Notice

Is your computer secure?

**CAUTION!**



[Security Awareness](#)

The Franchise Tax Board (FTB) takes taxpayer information confidentiality and computer security very seriously. FTB's website uses industry standard security measures to provide a secure, encrypted connection between capable web browsers and our web servers.

This secure, encrypted connection is required as you will be required to provide user names, passwords, or other personal confidential information in order to access our online services. For more information concerning your privacy, see [FTB's Privacy Notice](#).

We also want to remind you that security of computerized information is a shared responsibility. FTB encourages you to be active in ensuring the security of your personal computer. For more information visit The [Office of Privacy Protection](#) website.

Continue

Click "Continue"

CA.GOV State of California Franchise Tax Board Contact Us | About Us | Languages | CA.gov  
Home Individuals Businesses Tax Professionals

### 199N e-Postcard - Login

\* Required Field

\* Enter your 7-digit Entity ID Number or California Corporation Number. ?

Login

Enter the 7-digit Entity ID Number assigned to your chapter and click "Login".


The following screen will appear identifying your Chapter.



## 199N e-Postcard - Verify Your Entity Name

This is the entity name we have on record for this Entity ID.

**Entity ID:** 9788100

**Entity Name:**  WOMEN OF THE MOOSE SOULSBYVILLE #1728

If this is your entity, click "Continue".

If this is not your entity, click the "Back" button to enter another Entity ID.

[Continue](#)

[Back](#)

[Log Out](#)

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Click "Continue".



## 199N e-Postcard - Account Period Information

Entity ID: 9788100  
Entity Name: WOMEN OF THE MOOSE SOULSBYVILLE #1728

\* Required Field

An account period (tax period / tax year) is usually 12 consecutive months. There are two kinds of account periods:

- Calendar: This is a period of 12 consecutive months beginning January 1 and ending December 31.
- Fiscal: This is a period of 12 consecutive months ending on the last day of any month except December.

An account period may be less than 12 months only if your entity:

- Has been in existence less than 1 year.
- Terminated or went out of business.
- Changed its account period.

Where to find your account period [?](#)

\* Account Period Beginning

May 1 2010

\* Account Period Ending

April 30 2011

\* Is this the first year your entity was in business?  Yes  No

\* Did your entity terminate or go out of business?  Yes  No

\* Have you changed your account period? [?](#)  Yes  No

\*  
Gross Receipts [?](#) \$ 15000 (Round to the nearest whole dollar)

Continue

Back

Log Out

Complete the information displayed in the screen.

The Women of the Moose account period begins on May 1 and ends on April 30.

Answer the three questions which should be No unless your chapter has been newly instituted.

Go to QuickBooks and retrieve the Profit and Loss Statement for the period identified on the screen (for example May 1, 2010 to April 30, 2011. Take the figure provided under Gross Profit and enter it on the screen under "Gross Receipts" as shown in the above screen capture.

Click "Continue"



## 199N e-Postcard - Entity Information

**Entity ID:** 9788100  
**Entity Name:** WOMEN OF THE MOOSE SOULSBYVILLE #1728

\* Required Field

FEIN

Doing Business As (DBA) Name

Website Address

### Entity's Mailing Address

\* Street Address   (number, street, PO Box, Ste., Apt.)

Additional Address

Attention

\* City

\* State

\* ZIP Code

Check here if foreign address

Complete the upper portion of the screen excluding the DBA section as shown above entering the information that is applicable to your chapter.

Next complete the lower portion of the screen entering the name of the Recorder and the chapter address.

## Principal Officer's Information



\* Name

\* Street Address  (number, street, PO Box, Ste., Apt.)  
Additional Address

Attention

\* City

\* State

\* ZIP Code

Check here if foreign address

Click "Continue".

Next enter the Contact information :



## 199N e-Postcard - Contact Information

**Entity ID:** 9788100  
**Entity Name:** WOMEN OF THE MOOSE SOULSBYVILLE #1728

\* Required Field

Please provide information so we can contact you if we have questions about your e-Postcard.

\* Name

\* U.S. Phone Number

Check here if foreign phone number

Click "Continue".

Next Review all the information displayed in the screen to ensure that all entered information is accurate. You must click the box next to the acknowledgment at the bottom of the page for the Submit button to be available. If all information is accurate click the "Submit" button.



## 199N e-Postcard - Review Your Information

Carefully review your information. To make changes, use the "Edit" button. You cannot change any information after it has been submitted. After you submit your e-Postcard, you will see a confirmation page.

**Entity ID:** 9788100  
**Entity Name:** WOMEN OF THE MOOSE SOULSBYVILLE #1728

**Account Period Beginning:** MAY 01, 2010  
**Account Period Ending:** APRIL 30, 2011

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$15,000

[Edit](#)

**FEIN:** 770031258  
**Doing Business As:**  
**Website Address:**

### Entity's Mailing Address

123 MAIN ST  
ANY CITY, CA 92586

### Principal Officer's Information

**Name:** MARY SMITH  
PO BOX 2587  
ANY CITY, CA 92586

[Edit](#)

### Contact Information

**Name:** MARY SMITH  
**Phone:** 805.586.1258

[Edit](#)

Under penalties of perjury under the laws of the State of California, I declare that I am an employee or authorized representative of the entity listed above and legally have a right to access the data and transact tax business on behalf of the entity, and that I have examined this notice, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

[Submit](#)

[Log Out](#)