### 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 <a href="https://www.ftb.ca.gov/businesses/Exempt\_organizations/Entity\_list.shtml">https://www.ftb.ca.gov/businesses/Exempt\_organizations/Entity\_list.shtml</a> 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/ is the web address for the CA 199N e-postcard. Here are the step by step procedures for completing the CA 199N e-postcard:



Click "Continue".



# FTB - Privacy Notice

Is your computer secure?



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"



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

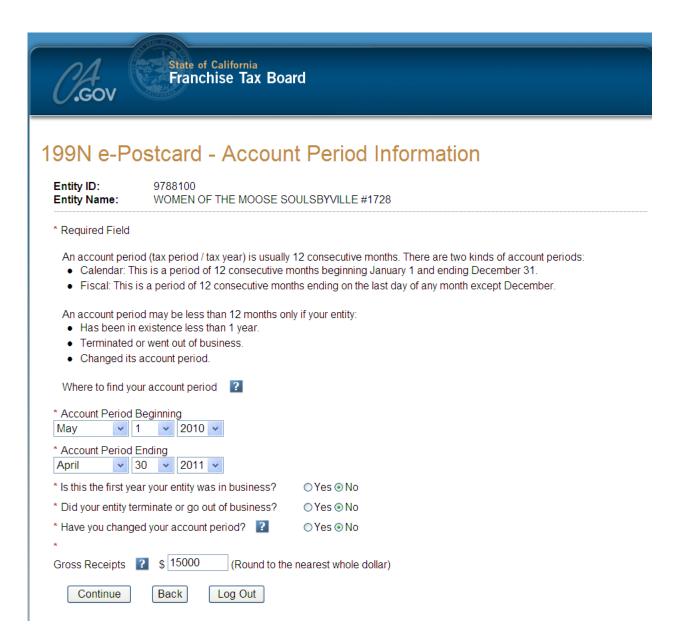
Entity Name: WOMEN OF THE MOOSE SOULSBYVILLE #1728

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

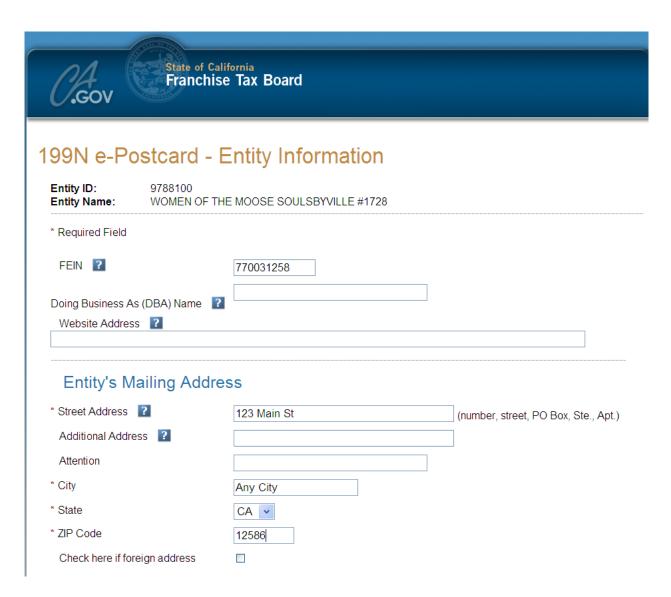
Click "Continue".



Complete the information displayed in the screen.

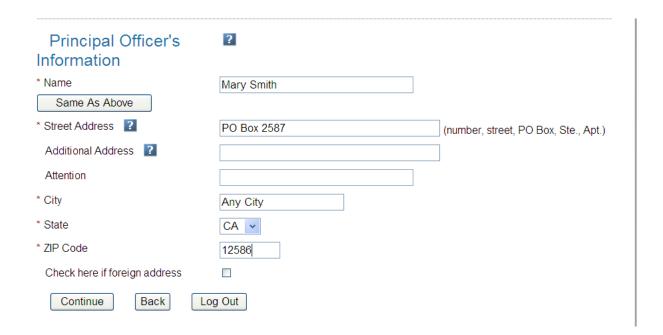
The Women of the Moose account period begins on May 1 and ends on April 30. Answer the three questions which should be No unless your chapter has been newly instituted. Go to QuickBooks and retrieve the Profit and Loss Statement for the period identified on the screen (for example May 1, 2010 to April 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"



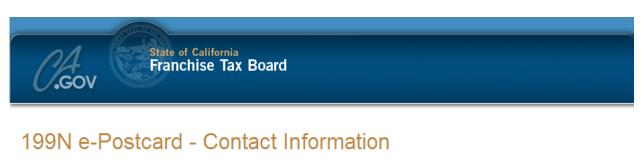
Complete the upper portion of the screen excluding the DBA section as shown above entering the information that is applicable to your chapter.

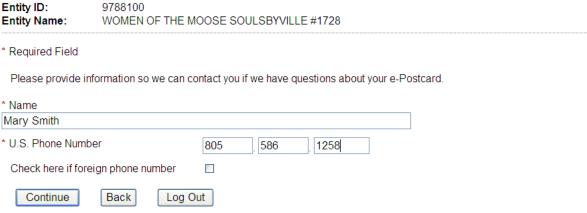
Next complete the lower portion of the screen entering the name of the Recorder and the chapter address.



#### Click "Continue".

Next enter the Contact information:





#### 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 subr After you submit your e-Postcard, you will see a confirmation page.

**Entity ID:** 9788100

Entity Name: WOMEN OF THE MOOSE SOULS BYVILLE #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