

Instructions for completing the IRS E Notice

1. Obtain your camp's tax ID number from GHQ if you do not already have it. Copy this number into your computer memory or have it written down and readily available.
2. Go to this site and follow the instructions.

<http://epostcard.form990.org/>

Important Notice: You must register first, and then **be patient** and wait for the IRS to immediately send you a return email with a link for you to log back on, after which you may actually complete the E postcard. Also, if you use zip plus four put a dash in between the first five digits and the last four.

3. Take your time and carefully enter the numbers. The entire process should not last more than about 5 to 10 minutes.