

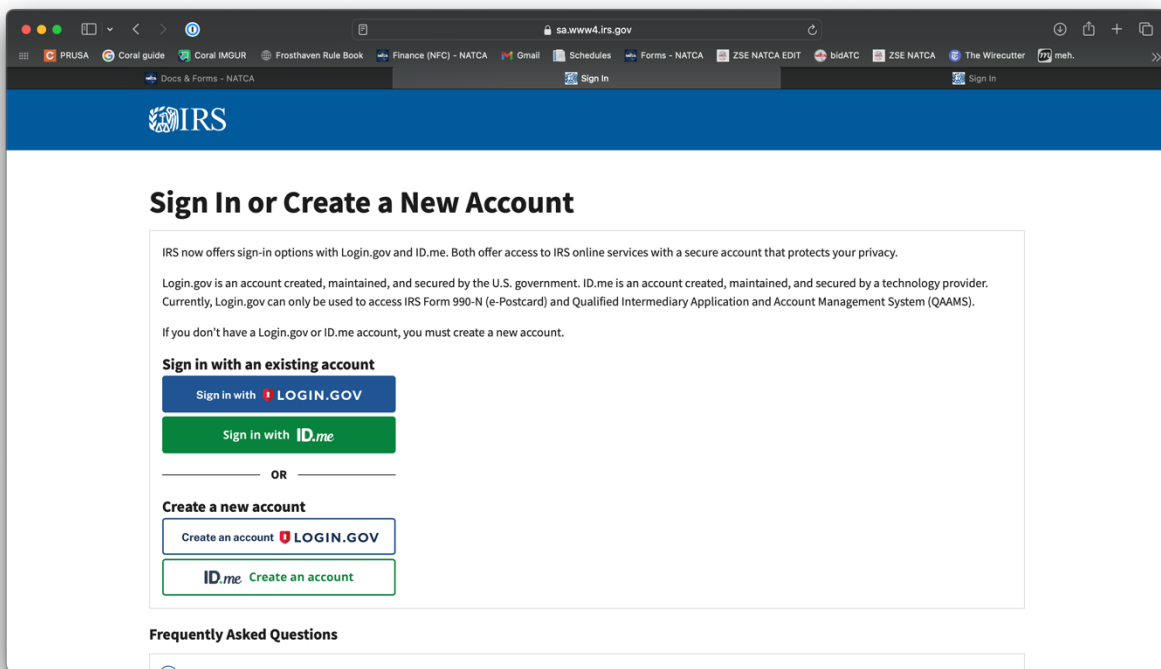
## IRS 990N ePostcard Instructions

Most locals will need to file a 990N ePostcard (total gross receipts less than \$50,000 per year). If you have total gross receipts of \$50,000 or more, you will need to file the 990 EZ form.

The below instructions are for the 990N ePostcard, if you have a question about a 990EZ form, please contact your region's NFC member ([www.natca.org/nfc](http://www.natca.org/nfc)).

[Use this link for the ePostcard.](#)

IRS now uses Login.gov or ID.me for account login. You probably already have one or both of these accounts from your daily life. Use either service to access the IRS web portal.



**After Login, use the following steps to file your 990N:**

**Step 1:** Select "Manage E-Postcard Profile" button on bottom left of the page.

**Step 2:** Under User Type, if not already shown as “Exempt Organization”, select edit, then “Exempt Organization”.  
Select “Continue” button.



**Step 3:** Enter your EIN number, if you do not know your EIN number contact your region’s NFC member.  
Select “Add EIN” button.

Your EIN will now be listed under “Currently Associated EIN(s)”.

**Step 4:** Select “Create New Filing” button.

**Step 5:** Select your local’s EIN from the drop down box.

Select “Continue” button.

**Step 6:** Verify December 31, 20XX(current year) in “For the tax year ending” field.  
Select “No” for the “Has your organization terminated or gone out of business” question.

Select “Yes” for the “Are your gross receipts normally \$50,000 or less” question.

**NOTE:** Normally is defined as the running 3 year average of your gross receipts. If you have an abnormal year that puts you above the \$50,000, you are still ok to file 990N.

Select “Continue” button.

**Step 7:** “DBA Name” is Doing Business As. This field is optional, but you can enter NATCA ABC.

-“Country” select “US – United States”

-Enter the mailing address the local uses in the next couple of fields.

-Under the “Principal Officer” heading, in the “Type of Name” drop down box select “Person”.

-“Person Name”, enter the facrep’s name.

-“Country” select “US – United States”.

-Enter the local’s address in the next few fields.

- Select "Submit Filing" button.

-If there is any missing information from the previous screens you will be prompted to enter the missing fields.

**Step 8:** If the form is correct, you should be taken to a screen that says the form is "Pending".



## Confirmation

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

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

- **Organization Name:** NATIONAL AIR TRAFFIC CONTROLLERS ASSOC
- **EIN:** 251578066
- **Tax Year:** 2019
- **Tax Year Start Date:** 01-01-2019
- **Tax Year End Date:** 12-31-2019
- **Submission ID:** 10065520200153395732
- **Filing Status Date:** 01-15-2020
- **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.

 [MANAGE FORM 990-N SUBMISSIONS](#)

**Step 9:** Select the "Print" link, in the statement, "Print a copy of this filing for your record." This will take you to the screen below:

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury  
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-01-01 and ending 2019-12-31

B Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

C Name of Organization: NATIONAL AIR TRAFFIC

CONTROLLERS ASSOC

12 Allegheny Airport, West

Mifflin, PA, US, 15122

D Employee Identification

Number 25-1578066

E Website:

F Name of Principal Officer: Gabriel Kachur

12 Allegheny Airport, West

Mifflin, PA, US, 15122

**Privacy Act and Paperwork Reduction Act Notice:** We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

**Note:** This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

**Step 10:** Save the above image of the IRS 990 ePostcard.

**Step 11:** Return to the previous screen and select the "Manage Form 990-N Submissions" button.

**Step 12:** This will take you to a screen that looks similar to this:



## Manage Form 990-N (e-Postcard)

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

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
11-3109254	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2016	12-31-2016	01-17-2017	Accepted	<a href="#">10065520170170741659</a>	
13-3472515	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2015	12-31-2015	07-04-2016	Accepted	<a href="#">10065520161860368248</a>	
25-1578066	NATIONAL AIR TRAFFIC CONTROLLERS ASSOC	2019	12-31-2019	01-15-2020	Accepted	<a href="#">10065520200153395732</a>	
30-0020912	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2018	12-31-2018	01-31-2019	Accepted	<a href="#">10065520190312542308</a>	
38-2837666	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2017	12-31-2017	04-19-2018	Accepted	<a href="#">10065520181091935083</a>	
42-1328917	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2018	12-31-2018	04-09-2019	Accepted	<a href="#">10065520190992770880</a>	
46-3160040	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2017	12-31-2017	04-18-2018	Accepted	<a href="#">10065520181081930716</a>	
52-2316290	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2017	12-31-2017	04-18-2018	Accepted	<a href="#">10065520181081928842</a>	
54-1619430	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2016	12-31-2016	06-09-2017	Accepted	<a href="#">10065520171601265238</a>	
54-1619430	NATIONAL AIR TRAFFIC CONTROLLERS ASSOCIATION	2018	12-31-2018	03-27-2019	Accepted	<a href="#">10065520190862722415</a>	

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### CREATE NEW FILING

**Step 13:** In the action column, you should a message that says “Get Update Status”. Select this message, and the status should change from “Pending” to “Accepted”. Once, it has changed to “Accepted” select the 20-digit Submission ID. This will take you to a screen that looks like this:



## Confirmation

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

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- **Filing Status Date:** 01-15-2020
- **Filing Status:** Accepted

**MANAGE FORM 990-N SUBMISSIONS**

**Step 14:** Save a copy of this page to send along with the Postcard view from step 10 to your Regions NFC member.

**If you get any status other than "accepted" please forward the result to your Regional NFC member ([www.natca.org/nfc](http://www.natca.org/nfc)) for further instructions.**