



Department Order No. 12
Series 2021-2022
Department of Illinois
Sons of Union Veterans of the Civil War

April 07, 2022

IRS Form 990N E-Postcard Process

Due to confusion about the process of filing 990N for organizations subordinate to the National Sons of Union Veterans of the Civil War (Camps, Departments, SVR Units), this Department Order should clarify the process that the Department of Illinois shall follow so as to avoid the problem of Camps being dropped from the not-for-profit list and being suspended.

By the authority vested in me as Commander of the Department of Illinois, Sons of Union Veterans of the Civil War, by the National Constitution and Regulations, the National Policies, and the By-Laws of this Department, it is hereby ordered as follows:

1. All Camps EACH YEAR shall file 990N. It is recommended that it be done as soon after their fiscal year ends as possible. Most Camps operate using the calendar year so as soon after January 1 as the IRS website <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> will allow, the filings should be made. Any Camp with another fiscal year ending should file as soon after their yearend as possible.
2. All Camps shall retain both a printed copy and an electronic copy of the 990N filing confirmation for their camp files and shall also submit electronic copies to both the Department Treasurer and the Department Secretary as proof of the filing which shall be kept on file by both officers.
3. If a Camp has to change their EIN (Employer Identification Number) for any reason, the Camp shall notify the Department Treasurer as soon as the new number is received and the Department Treasurer shall then forward the new number to the National Treasurer.
4. If the person filing changes, the appropriate notice shall be sent to the Department Treasurer.
5. The Department Treasurer, prior to filling out The EIN Reporting portion of Form 11 shall double check to make sure that all Camps have filed by visiting the IRS website at <https://apps.irs.gov/app/eos/>

The foregoing Department Order is proclaimed this **10th** day of **April**, in the year of our Lord **Two Thousand Twenty Two**, and of the Independence of the United States of America, the Two Hundred Forty-fifth year.

/s/ Joseph M. Hutchinson
Department of Illinois Commander

Attest by: /s/ Leigh Franklin
Department of Illinois Secretary