



OMEGAFI®

Oct. 16, 2023



Vault

Your Chapter's **990 Report** **MUST** be submitted  
by **November 1st**, submit **ASAP!**

Submit your chapter's tax filing info **ASAP** to  
avoid extension fees!

If your chapter wants to use **VaultPro** to file their return and has  
not already done so, see how to below:

To submit your info, go to **Vault > Accounting > Add  
990 Report.**

*Does this deadline not match your fiscal year end? Please reach out to the  
support email listed below to get that updated!*

The screenshot shows the Vault web interface. At the top, there is a navigation bar with the Vault logo and a search bar. Below the navigation bar, there is a menu with options: Communications, Chapter, House, Billing, Bill Pay, Accounting, How To, and Get Help!. The Accounting menu is currently selected. Below the menu, there is a breadcrumb trail: Home / Accounting / Accounting Tools / Tax Filing. The main content area is titled "Tax Filing" and contains a paragraph of text: "Vault Tax Filing provides chapters a way to submit and track Form 990 submissions, as well as maintain compliance with the IRS. Learn more about how Vault Tax Filing can simplify your form submissions and help your chapter retain its tax-exempt status." Below this text, there is a table with the following structure:

990 REPORTS			
990 Report	Created	Status	Actions
			<a href="#">Add 990 Report</a>

A red arrow points to the "Add 990 Report" button in the Actions column of the table.

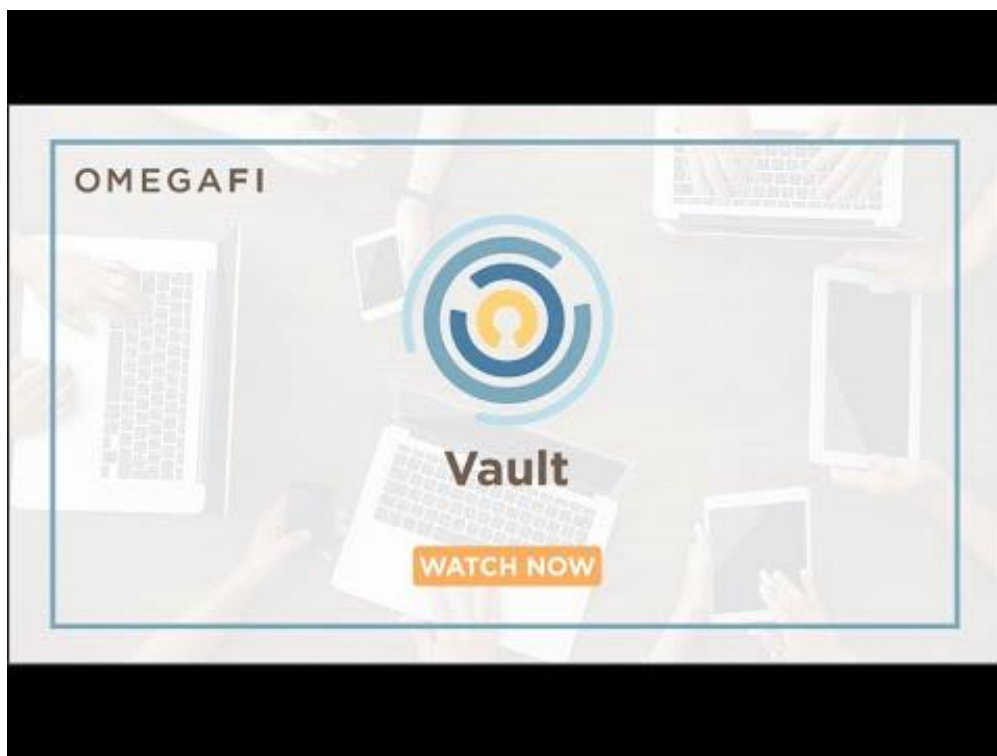


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Need more help filling out your 990? We have created and uploaded resources to our [Help Center](#)!

Also review our [Tax Filing Webinar](#) below where we walk through every step and question on the form 990!



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[operationssupport@omegafi.com](mailto:operationssupport@omegafi.com) | Text: 706.256.8521 | [Vault Tax Help Center](#)

OmegaFi, 1300 6th Ave, Columbus, GA 31901

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