



OMEGAFI®

October 30, 2023



Vault

**ONE FINAL REMINDER:**  
Your Chapter's **990 Report** **MUST** be submitted  
by **November 1st**, submit **TODAY!**

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**.

The screenshot shows the VaultPro web interface. At the top, there is a navigation bar with the following items: Home, Accounting, Accounting Tools, Tax Filing, Communications, Chapter, House, Billing, Bill Pay, Accounting, How To, and Get Help. Below the navigation bar, there is a section titled 'Tax Filing' with a description: '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 description is a table with the following columns: 990 Report, Created, Status, and Actions. In the Actions column, there is a red button labeled 'Add 990 Report' which is highlighted with a red arrow.

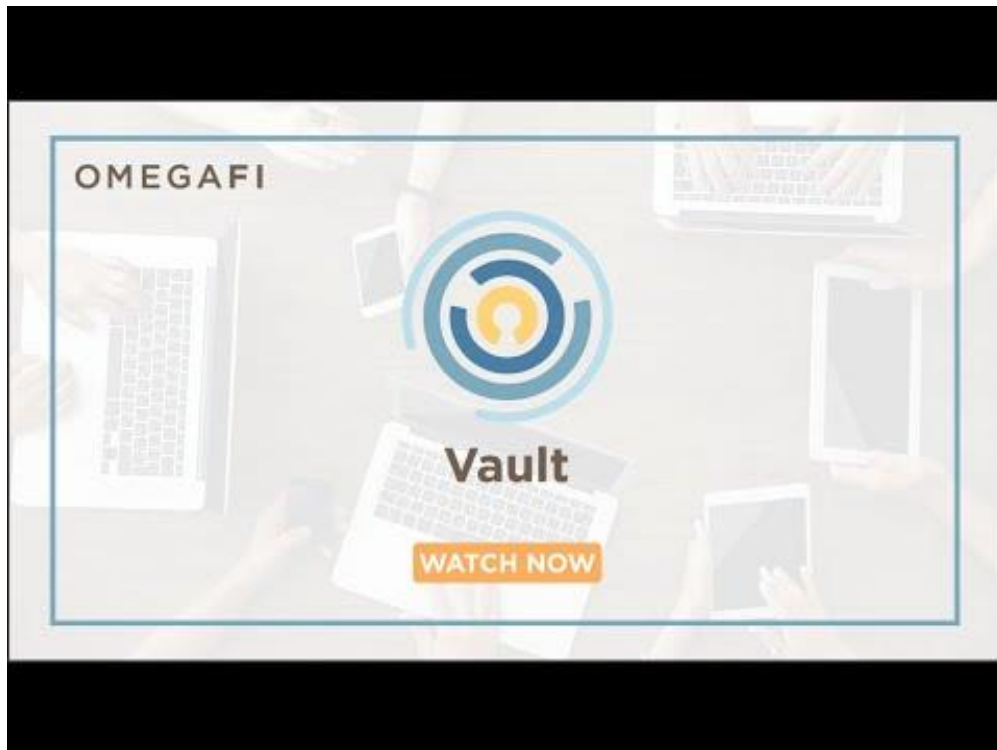
990 Report	Created	Status	Actions
			<a href="#">Add 990 Report</a>



**OMEGAFI®**

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!



---

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

OmegaFi, 1300 6th Ave, Columbus, GA 31901

[Unsubscribe](#) [Manage preferences](#)