



OMEGAFI®

September 28, 2023



Vault

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

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

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

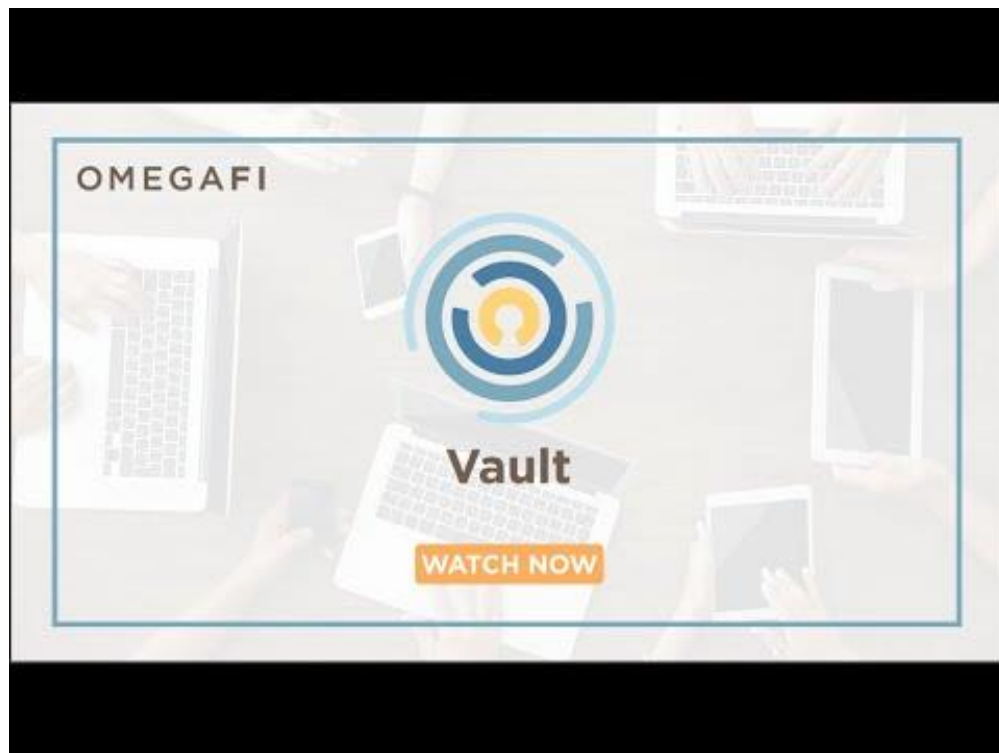
The screenshot shows the Vault web application interface. At the top, there is a navigation bar with the Vault logo and several menu items: Communications, Chapter, House, Billing, Bill Pay, Accounting, How To, and Get Help!. Below the navigation bar, there is a breadcrumb trail: Home / Accounting / 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 is a table with the heading '990 REPORTS'. The table has four 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.

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



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Also review our **Tax Filing Webinar** below where we walk through every step and question on the form 990!



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

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