

District 56
Southern Chester County

Area 59
Eastern Pennsylvania General Service
Assembly

General Service Structure
Manual

2023 Edition

Confidential: This document is intended for the sole use of A.A. members in the conduct of service business in District 56 of Area 59.

Table of Contents

A.A.’s Legacy of Service 3

Mission Statement 4

District Roles 5

General Service Representative (GSR) – Description & Duties..... 5

District Officers – Description & Duties 5

The District Committee Member – DCM 5

The Alternate District Committee Member (ADCM) 6

The District Secretary 7

The District Treasurer 7

The District Officer-At-Large 8

The District Archivist 8

The District Grapevine Representative 8

District Subcommittee Chairperson Positions 8

District Service Vacancies 9

Default/Absence of a District Officer 9

Misuse of Office 9

District 56 Structure Manual: Review and/or Change 10

District Voting Procedures 10

Quorum 11

Term, Eligibility and Election Procedures 11

District Meeting Format and Agenda 11

Appendix I: Parliamentary Procedure on Points and Motions..... 13

Appendix II: District 56 Business Meeting Agenda..... 15

Appendix III: Internal Revenue Service (IRS) Form 990-N Electronic Filing..... 17

System Instruction

A.A.'s Legacy of Service

Our Twelfth Step – carrying the message – is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. Service is anything whatever that helps us to reach a fellow sufferer – ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum of all these services is our Third Legacy of Service.

By Bill W.

Reprinted from the A.A. Service Manual, Page S1 With permission of A.A. World Services, Inc. A.A. and Alcoholics Anonymous are registered trademarks of Alcoholics Anonymous World Services, Inc.

A.A. District 56, Area 59 General Service Structure Manual

This document is CONFIDENTIAL and is intended for use exclusively by GSR's and District 56 Officers.

Proposed revisions to VERSION 4.1.0 approved August 16, 2021

Mission Statement

The district 56 General Service Panel serves Alcoholics Anonymous (A.A.) groups in Southeastern Pennsylvania in Southern Chester County as a unit of Area 59, Eastern Pennsylvania General Service of A.A. The primary purpose is to assist groups within the district as they carry the A.A. message stated in the Fifth Tradition (Twelve Steps and Twelve Traditions, p. 150) and to enhance the unity of groups within the district, G.S.O., and intergroup as stated in the First Tradition (Twelve Steps and Twelve Traditions, p. 129).

The mission includes, but is not limited to, the following:

1. Encouraging the expression of group conscience to the district Committee Member (DCM) to be expressed at the Area and other general service venues.
2. Conducting workshops about topics consistent with A.A. Steps, Traditions, and Concepts.
3. Sharing information with groups in the district about functions, issues, and initiatives pertinent to A.A. and the A.A. Grapevine.
4. Maintaining and coordinating archives.
5. Publishing current lists and intergroup contact information.
6. Conducting district business, for example: electing of officers, selecting of subcommittee members and providing guidance for prudent financial practices.

No action by a prior District Committee is binding on an incoming panel. Each newly elected District Committee Member may make recommendations for the incoming committee's consideration. Each panel may add to or update this manual as it sees fit. This District 56 Structure Manual is intended for use as a guide, a reference, and a resource for what has worked in the past.

District Roles

General Service Representative (GSR) – Description and Duties The GSR has the job of linking their group with A.A. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district members and delegate who passes them on to the conference. A GSR keeps their group informed of news from the district meetings and other groups. (For more information see the AA Service Manual, Chapter I, Page 7-11)

Qualification:

- Desire to serve
- Experience in the Twelve Traditions
- Usually have at least 2 years of sobriety
- Time available for attendance at district meetings and events and attendance at annual Area Conference
- Confidence of group and ability to listen
- Be available to serve on district subcommittee assigned by DCM at beginning of panel

GSRs represent their home group and are nominated and elected by group members. GSRs serve for two years, and the term frequently concurrently with those of committee members and the delegate.

District Officers – Description & Duties

The District Officer Panel is composed of five primary officers (elected, trusted servants) and an Archivist (standing position). Subcommittee chairpersons and members are selected, usually as volunteers. They serve as needed within the guidance of the District Committee Panel. (See also The A.A. Service Manual and the EPGSA Structure Manual. All pertinent duties and descriptions written in those documents apply to District 56).

The District Committee Member – DCM

The DCM has typically served as a General Service Representative (GSR) and is elected by other GSRs at a district election to take responsibility for district activities. If the person elected is currently serving as a GSR, the home group should elect a new GSR to fill the vacated position. (For more information see the AA Service Manual, Chapter 2, Page 13-17)

Qualifications:

- The DCM should have enough sobriety, generally four or five years, to be eligible for election as delegate.
- The DCM should have the time, energy, and skills to serve the district well.

Duties

1. Functions as chairperson at district business meetings.
2. Informs GSRs and groups of pertinent events in A.A., disperses information to GSRs in a timely manner and collects the group's conscience.

3. Carries the collective conscience of the A.A. groups in the district.
4. Informs the designated area officer of all district and group changes, including new groups.
5. The DCM and/or Treasurer have exclusive signatory authority on behalf of the district. This authority includes the bank account, and any additional business documents.
6. Submits a brief report outlining district activities to the area secretary at the quarterly area committee meeting, informs the district of area and conference activities; informs the area of district and group changes; and serves on an area subcommittee.
7. Assign each GSR to district subcommittees at the beginning of every panel
8. The DCM is required to attend the following events:
 - a. Monthly district meetings
 - b. All quarterly area meetings
 - c. Appropriate planning and mini assemblies
 - d. DCM orientation
 - e. Pre-Conference sharing session
 - f. Area Inventory
 - g. Convention and Assembly
9. It is suggested that the DCM attend the following events:
 - a. NERAASA- Northeast Regional Alcoholics Anonymous Service Assembly
 - b. NERF- Northeast Regional Forum
10. See also Service Manual – for more information about the DCM's duties

The Alternate District Committee Member (ADCM)

The ADCM assists the DCM and keeps informed of area, district, and general service activities. The ADCM serves as chair of the Structure Committee. The ADCM assumes the DCM's duties in her/his absence and serves as liaison to Southeastern Pennsylvania Intergroup Association (SEPIA). This position includes coordinating activities and sharing information between SEPIA and the District.

The ADCM should be encouraged to assist, participate, and share in the DCM's responsibilities at district and area meetings. See The AA Service Manual for more on the ADCM duties.

The ADCM qualifications are the same as the DCM.

The District Secretary

It is recommended that the secretary be elected from past or present GSRs. The Secretary records and prepares the minutes at the district meeting and distributes them electronically to the GSRs and the District officers in a timely fashion (no less than 1 week prior to the next district business meeting). The Secretary maintains current GSR and officer listings and any

pertinent records that are not entered into archives. Some background in general office work and computer knowledge is helpful. After the minutes are approved, the secretary is responsible for forwarding the minutes electronically to Area 59.

The District Treasurer

It is recommended that the treasurer be elected from past or present GSRs. Basic knowledge of accounting skills is beneficial. The treasurer records and acknowledges group contributions; maintains the district's bank account(s); pays all the bills incurred by the district; submits group contribution lists and financial statements to the district panel; and presents monthly financial statements and reports to the district panel for approval at district business meetings. The treasurer supplies a copy of the monthly bank statement to the secretary for inclusion in district records. Copies of bank statements with redacted account information are available upon request. The treasurer serves as chair of the Finance Committee. The treasurer and/or DCM have exclusive signatory authority on behalf of the district. This authority includes the bank account and any additional business documents. The treasurer will pay any approved expense documented by receipt. Approved expenses include, but are not limited to rent, coffee service, workshop expenses, literature purchases or donations, approved Public Information announcements, copying charges for reports and district meeting lists, and business meeting information distributed by the officers.

Each January, the District 56 Treasurer and Finance Committee must prepare and file Form 990-NE-Postcard, no later than the 2nd week in March. The Tax-Exempt Return will be prepared and filed in accordance with the IRS Form 990-N User Guide (Publication 5248).

*See Appendix III: Internal Revenue Service (IRS) Form 990-N Electronic Filing System Instructions

The District Officer-At-Large

The Officer-At-Large (OAL) should be prepared to assume any district officer service position, except DCM, when the position has been vacated or the officer is unable or unwilling to perform their duties. The OAL can serve simultaneously as a home group GSR, however, this is discouraged unless the OAL home group has no other person to serve. The OAL is responsible for maintaining (and sharing with the district officers) a current district meeting list and providing updated lists at each business meeting to all GSRs. The OAL serves as a member of the District Workshop Committee. The OAL may bring motions and vote on district business, however, the OAL may not vote at EPGSA unless they currently serve as a GSR. The qualifications include the same as those for other district officers. The OAL is elected at the same time and in the same manner as all other district officers.

The District Archivist

The archivist is usually a volunteer from among current GSRs on the panel. An election may be held if two persons aspire to the position at the same time. The

archivist serves at the leisure of the district panel and has no term limit, although the spirit of rotation is to be encouraged. The archivist is responsible for maintaining and updating the histories of the district and the member groups.

The District Grapevine Representative

The District Grapevine Representative is selected as a volunteer from current or past GSRs. An election may be held if two persons aspire to the position at the same time. The Grapevine Representative is responsible for keeping the district informed of all activities from Grapevine Publishing, including magazine subscriptions, other literature, and all digital content from Grapevine Publishing Inc.. The District Grapevine Representative encourages GSRs and home group Grapevine Representatives to promote subscriptions throughout the district. The chairperson also creates awareness of Grapevine services through interaction with other General Service and Intergroup Grapevine representatives. The Grapevine representative is responsible for providing Grapevine displays and information at all district workshops.

The AV Representative:

The District AV Representative is selected as a volunteer from current or past GSRs. An election may be held if two persons aspire to the position at the same time. The AV Representative is responsible for storing the district AV equipment (which includes two 60 watt speakers, two speaker stands, a mixer, two wireless microphones, a wireless microphone receiver, and miscellaneous wires and cables) in a secure/ safe location that is readily accessible. The AV Rep is responsible for bringing and setting up the AV equipment at district events when needed. The AV Rep should have knowledge of the function of all equipment and ability to set up and operate equipment during events. The AV Rep coordinates and tracks the use of district AV equipment for AA events outside the purview of district 56 when there are no conflicting district events.

District Subcommittee Chairperson Positions

It is District 56's desire to maintain four standing subcommittees: Workshop, Finance, Structure, and Unity. The selection of a chairperson is usually a volunteer from among current GSRs on the panel unless the chair position is designated as an officer duty elsewhere in this manual. A substantial unanimity (2/3 majority) election may be held in the case that two or more persons aspire to the position.

Finance Committee

The Finance Committee is composed of up to five members, including the Treasurer and the Officer-At-Large and GSRs from the current panel. The Treasurer is the Chairperson of the committee. The committee is responsible for helping the Treasurer to prepare an annual projected budget for presentation to the district for approval at the January meeting. The committee also prepares a list of proposals for the use of District 56 financial resources to carry the A.A. message. The list is based on suggestions from any A.A. who is a member of a District 56 home group and solicited by all District 56 GSRs. The committee assesses these proposals and ensures that a reasonable estimate for costs is included. The committee is responsible for bringing these to the attention of GSRs so that appropriate motions and votes may be made at the district business meeting. It is expected that the district assumes the expenses of sending the DCM and ADCM to EPGSA, Mini-Assemblies, Area Business meetings (unless covered by the Area) and district-approved conferences—current funding permitting.

Workshop Committee

The Workshop Committee is charged with designing and conducting two to three district workshops per year on topics pertinent to carrying the A.A. message. The OAL serves as a member of the Workshop Committee. The OAL enlists volunteers from the panel to act as committee members as needed. The chairperson is selected by the committee members. The chairperson encourages and receives guidance from the district panel, especially regarding the deployment of district resources and the observance of A.A. Traditions. District 56 events and workshops will be designed to carry the A.A. message. Some events will have a social component, but the Twelve Traditions will be always followed. Workshop format should be based on A.A. literature, Steps, and Traditions.

Unity Committee

The Unity Committee is charged with encouraging home groups within the district to elect GSRs and participate in district events. The chair may enlist volunteers as needed from the district panel. The chair may assist the DCM and ADCM by helping solve home group issues pertaining to general service.

Structure Committee

The Structure Committee is composed of up to five (5) members. The ADCM serves as chairperson. The ADCM enlists up to four volunteers from the current panel. The purpose of the structure committee is threefold: to conduct a review of the structure manual; to consider changes to the manual recommended by the district panel; and to recommend structure manual changes to the district panel. A full review will be held every two years during odd years.

Ad Hoc Subcommittees

The District Panel may form other ad hoc subcommittees as needed to address temporary issues and opportunities. All ad hoc subcommittees expire upon fulfillment of their specific duties.

District Service Vacancies

If a district service position is vacated—except for the DCM—an immediate election will be held to fill the vacated position by simple majority from the current GSRs. In the event of an unforeseen emergency with the DCM, the ADCM will immediately take charge of the district and hold an election for a replacement DCM. In the event of any other officer emergency, the OAL will step in until the district committee elects a new officer.

Default/Absence of a District Officer

A district officer that has an unexcused absence from attending district business meetings or are unable or unwilling to perform the duties of that position for a period of three (3) months shall be replaced by nomination and election from the GSRs by simple majority vote. Former GSRs may be appointed or elected.

Misuse of Office

A district officer is expected to abide by the Twelve Traditions of Alcoholics Anonymous. If a situation arises in which an officer is believed to be in violation of the Traditions, it may be brought to the attention of the district committee. If there is sufficient

concern, any member of the current panel could move to remove the violator from their position. A substantial unanimity vote is needed for removal from office.

District 56 Structure Manual: Review and/or Change

It is anticipated that changes to this manual and the administrative guidance within it will be necessary. It is recommended that the Structure Committee be a standing committee within the district and that it conduct a review of the manual every two years in odd years. The Structure Committee is responsible for bringing recommended changes to the district for consideration, motions, debate, and a vote. The manual will be changed by a substantial unanimity vote of the district panel members present (assuming a quorum). Proposals to change the structure manual can be brought to the Structure Committee at any time.

District Voting Procedures

*Please see Appendix I: Parliamentary Procedure on Points and Motions

Each current GSR or designee and current district officers in attendance at business meetings shall have one vote. Under normal parliamentary procedure the chair of the business meeting does not vote unless there is a tie. If a district officer is representing a group, that officer still has only one vote. The district archivist does not vote unless they are currently a GSR or district officer.

In general, a simple majority of eligible voting members present is required for district business and district elections unless otherwise specified. However, in matters judged to affect groups or A.A., a substantial unanimity vote may be called for by the DCM and voted upon by those in attendance.

Only GSRs or designates may make motions at district business meetings. It is expected that visitors do not enter discussion during the regular meeting.

District officers may request that a GSR make a motion. The chair may recognize the motion and call for a second to the motion. After a second to the motion is made, discussion on the motion will be entertained. Discussion may be offered by a voting member of the meeting only after being recognized by the chair. It is expected that discussion be limited to the motion on the floor and to be no more than two minutes. (The ADCM or a district officer other than the Secretary may be appointed to time the remarks). It is expected that those participating in the discussion limit their remarks to content different from previous remarks on the motion to avoid deviation or repetition.

The chair will determine the method of casting votes: show of hands, voice, or paper ballot.

After the final vote, minority opinions will be heard, and the chair will ask if there is anyone who wants to change their vote. If there are a small number of changes they may be taken by poll or if there appears to be many changes, a new vote may be called for.

Only eligible voters may question or appeal. The Secretary will use the roll sheet to determine the number of votes necessary for approval and be responsible for vote recording and counting.

Quorum

The district strives for a quorum composed of at least half of the registered groups within the district and two current officers (ADCM, Secretary, OAL or Treasurer) to conduct major business: i.e., elections, change in structure, group conscience on a major A.A. issue.

Term, Eligibility and Election Procedures

All District 56 officers serve a term of office of two years, coinciding with the terms of the delegate and committee officers of Area 59. Therefore, all District 56 officers are elected at the business meeting held on the third Monday of November during even numbered years. District 56 elections are conducted according to the A.A. Service Manual. District officers are elected from persons who are currently serving or have served as a GSR for any A.A. group in the past. The Chairperson of the election meeting calls for qualified persons to stand for election—usually by a show of hands. The Chair asks the candidates if each is prepared to serve the term fully. Candidates who answer affirmatively may stand for election. Candidates and voting members must be present to participate. In the case of one or two candidates standing for a position, a majority of the panel present is required to win the election. In the case of three or more candidates standing for a position, the Third Legacy Procedure (S23-24) will be utilized.

All A.A. Group GSRs and current district officers, except for the DCM, are eligible to vote in elections. If the GSR is not able to attend the election, the group's alternate GSR or designate may vote in their place.

District Meeting Format and Agenda

*See Appendix II: District 56 Business Meeting Agenda for an example of the normal District 56 Business Meeting format. Preparation and maintenance of the format and agenda are the responsibility of the DCM or designee.

The DCM is responsible for preparing the agenda for each meeting and sending it electronically to the District Secretary to be forwarded to all eligible participants prior to the district meeting. Temporary changes of format require a majority vote after an appropriate motion. It is suggested that all major proposals or unusual discussion issues be forwarded to the District

Officers through the DCM prior to the business meeting. Any substantial motion presented at a District meeting will be considered only after GSRs have had the opportunity to take the motion back to their respective homegroups, so that each homegroup can come to an informed group conscience on the question presented. At the time the motion is presented, the Chair will set a date for a vote on the motion.

The regular District 56 business meetings are held on the third Monday of each month beginning at 7:00 PM. In case of unusual circumstances, the DCM may cancel or re-schedule the business meeting. It then becomes the duty of the officers, under direction and assistance of the DCM, to notify all GSRs possible under the circumstances.

Appendix I: Parliamentary Procedure on Points and Motions

While conducting business at District 56, many motions are made. Clarity and information on the motion is often needed. The following procedure on points and motions will be helpful to the GSR as they take part in the ongoing debates at this level. Although District 56 does not go by strict parliamentary procedure, it is often invoked to facilitate discussion. These guides will provide an orderly course of conducting business.

Points

The following two points are always in order:

Points of Order:

A question about process or objection, and suggestion of alternative process may include a request for the facilitator to rule on the process.

Point of Information:

Question on the motion. A request for information on a specific question, either about process or about the content of a motion (This is not a way to get the floor to say something, you think people should know).

Motions

Only the Chair may recognize a motion. All motions must be seconded and are adopted by a majority vote rule unless otherwise required. All motions may be debated unless otherwise determined. Motions are in order of precedence: i.e., do not call for a Motion to Adjourn while a Motion to End Debate and Call the Vote is under consideration. This is Out of Order.

Main Motion:

This is the issue or proposal that is being debated and amended. The sponsor (proposer) of the motion may change or withdraw the motion from consideration at any time prior to its being seconded and stated by the Chair. Subsequently, the motion becomes the property of the assembly and may be changed or withdrawn only with consent of the assembly.

Motion to Table the Question:

Allows the body to postpone the debate on the issue until a specified time. The tabled motion is moved to Old Business on the agenda for a specified proceeding.

Motion to End Debate and Call the Vote:

Applies only to the motion on the floor. This motion is NOT debatable. Approval Requires substantial unanimity.

Motion to Appeal the Decision:

Not debatable; goes to immediate vote. Approval requires substantial unanimity. Allows the body to overrule a decision made by the Chair.

Motion to Amend:

Must be voted for by a majority to be considered and by substantial unanimity vote to be passed. If the sponsor of the motion accepts the amendment as “friendly” it may be accepted without a format (procedural) vote. This is a way of including a consensus-building process into procedure without endless debate. Once the main motion is made it is the property of the body (all eligible members present) to amend.

Motion to Refer to Committee:

Applies only to the main motion. Refers a question to a specific group with a specific time and purpose.

Motion to Adjourn:

Not debatable; goes to immediate majority vote.

Appendix II: District 56 Business Meeting Agenda

1. Chairperson calls the meeting to order at 7:00 PM
2. Chairperson reads the Declaration of Unity
This we owe to A.A.'s future:
Our common welfare should come first;
To keep our fellowship united.
For on A.A.'s unity depend our lives,
And the lives of those to come
3. Chairperson (or designee) reads the A.A. Preamble
4. Call for any new GSRs, Alternate GSRs, or visitors to identify themselves and their home group
5. Each month the Tradition corresponding to the month is read and discussed by a volunteer from the previous month
 - a. Chair or designee reads the questions from the Tradition Checklist
 - b. Open to comments or clarifications from the floor
6. Each month the Concept corresponding to the month is read and discussed
 - a. Chair or designee reads the Concept checklist questions
 - b. Open to comments or questions
7. Cycles through the meeting roster in alphabetical order to request volunteers to be presenters for the next business meeting
 - a. Tradition Volunteer Presenter: _____
 - b. Concept Volunteer Presenter: _____
8. Chair calls for Minutes from last business to be discussed, amended, and approved
9. Secretary asked to call roll of GSRs present
 - a. Identify the number of valid voting members present & report to Chair the existence of a quorum
10. Chair calls for Treasurer's Report
 - a. After presentation asks for questions or comments, then motion to approve or change
11. Committee Reports
 - a. Finance Chair
 - b. ADCM – SEPIA Zone Liaison Report
 - c. Grapevine Chair
 - d. Archives Chair
 - e. Unity Chair
 - f. Workshop Chair
 - g. Structure Committee
 - h. Any ad hoc committee reports
12. "YPAA Liaison Report"
13. DCM Report
 - a. Includes any EPGSA or other meeting reports

- b. Area Business
 - c. Information from GSO
 - d. Special Calendar of Events
 - e. Other significant A.A. Service Information
14. Chair Calls for any Group concerns/problems to be brought before the district
15. Chair calls for a reading of Old Business
- a. Secretary reads Old Business
 - b. Discussion, motions and votes as needed
16. Chair calls for New Business
- a. GSRs & eligible members bring discussion, motions, etc.
17. Chair calls for group or individual anniversaries or announcements
18. Next business meeting date is announced
19. The chair calls for a motion to adjourn
20. End with the

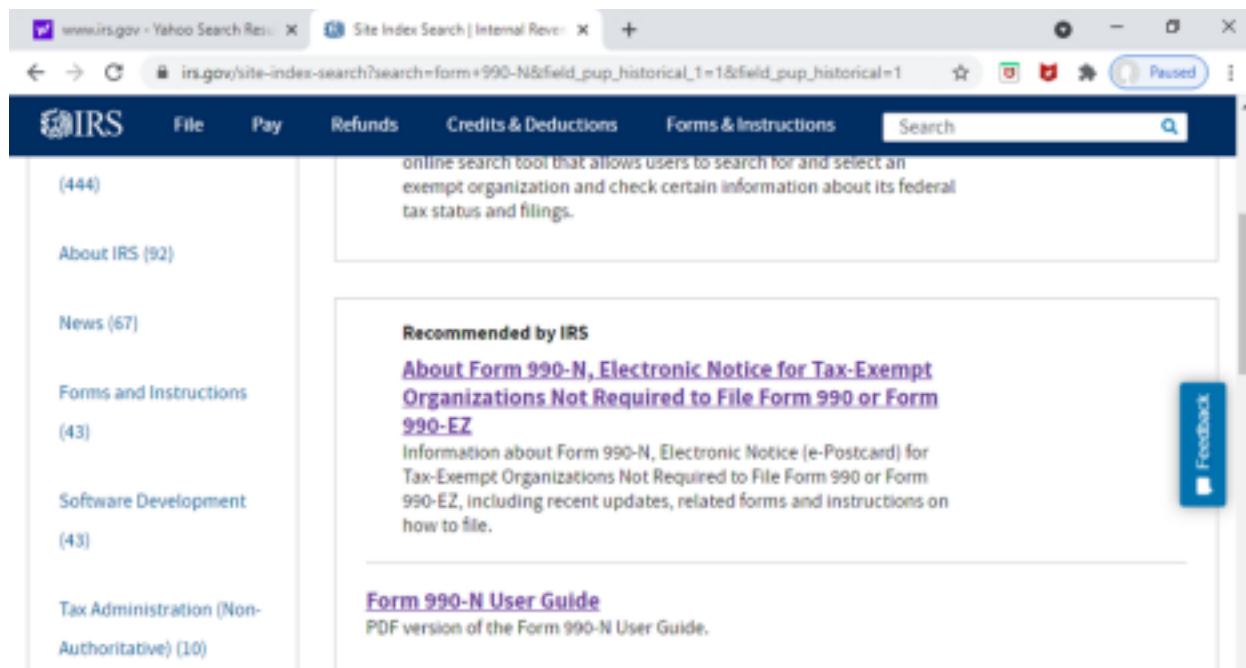
Responsibility Pledge

I am Responsible... When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am Responsible.

Appendix III: Internal Revenue Service (IRS) Form 990-N Electronic Filing System Instructions

Each January, the District 56 Treasurer and Finance Committee must prepare and file Form 990- N E-Postcard, no later than the 2nd week in March. The Tax-Exempt Return will be prepared and filed in accordance with the IRS Form 990-N User Guide (Publication 5248). Guide Retrieve the most recent issue from; www.IRS.gov, search form 990-N.

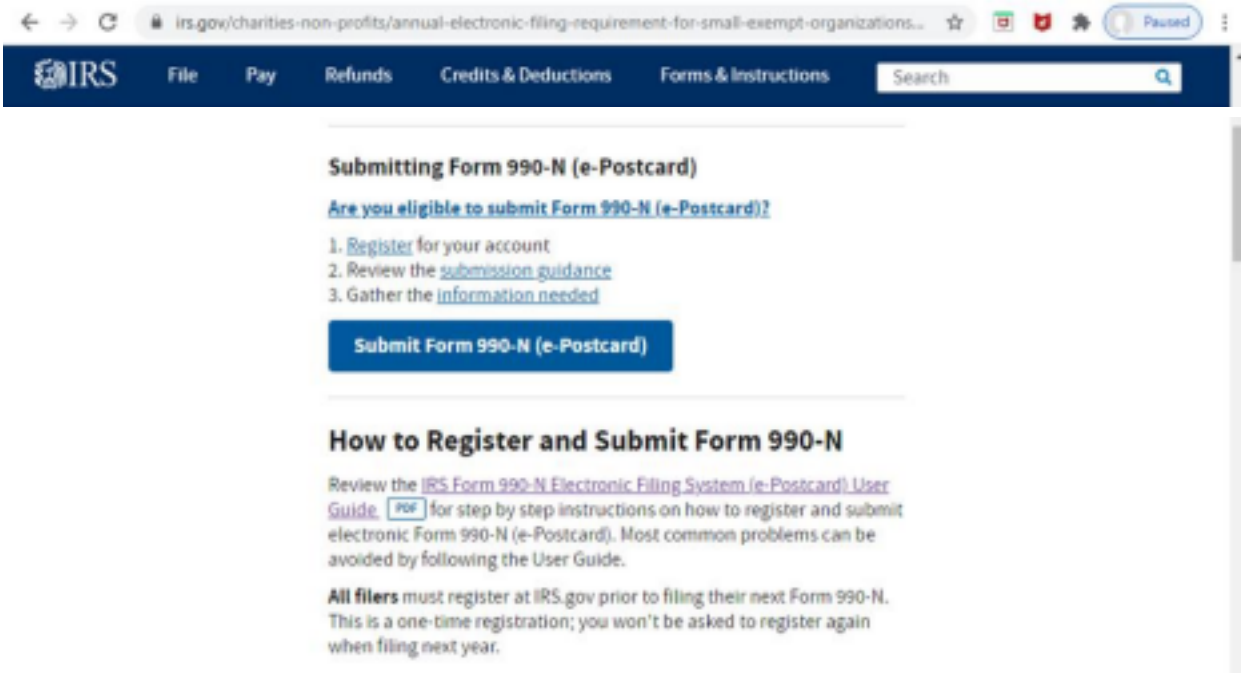
The search result will take you to a page where you can download the User and the portal/link to file the form 990-N:



1) Click: Form 990-N User Guide, to download the User Guide, which contains all the instructions for filing Form 990-N.

2) Click the link; About Form 990-N, ..., go to the next page.

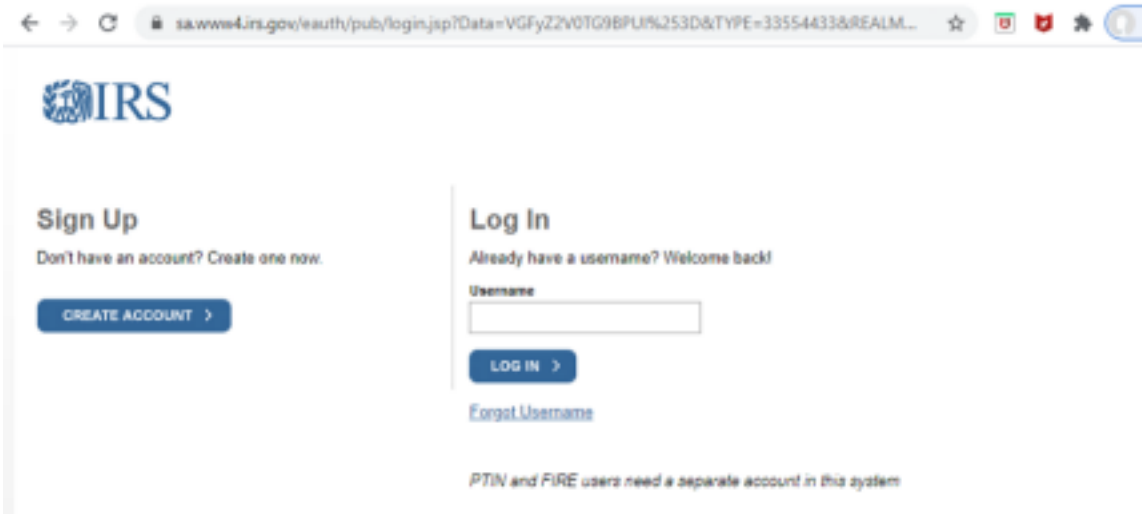
3) Click the link to: Submit Form 990-N (e-Postcard):



4) This link will take you to the page to create a log-in ID and then allow access to the form 990-N data input screens.

NOTE: See the [User Guide](#), page 2 for further directions and information. Page 3, continues direction with; [How to File and Registration: First Time Users Only](#) to create a User ID.

5) Click the link [Create Account](#) under Sign Up:

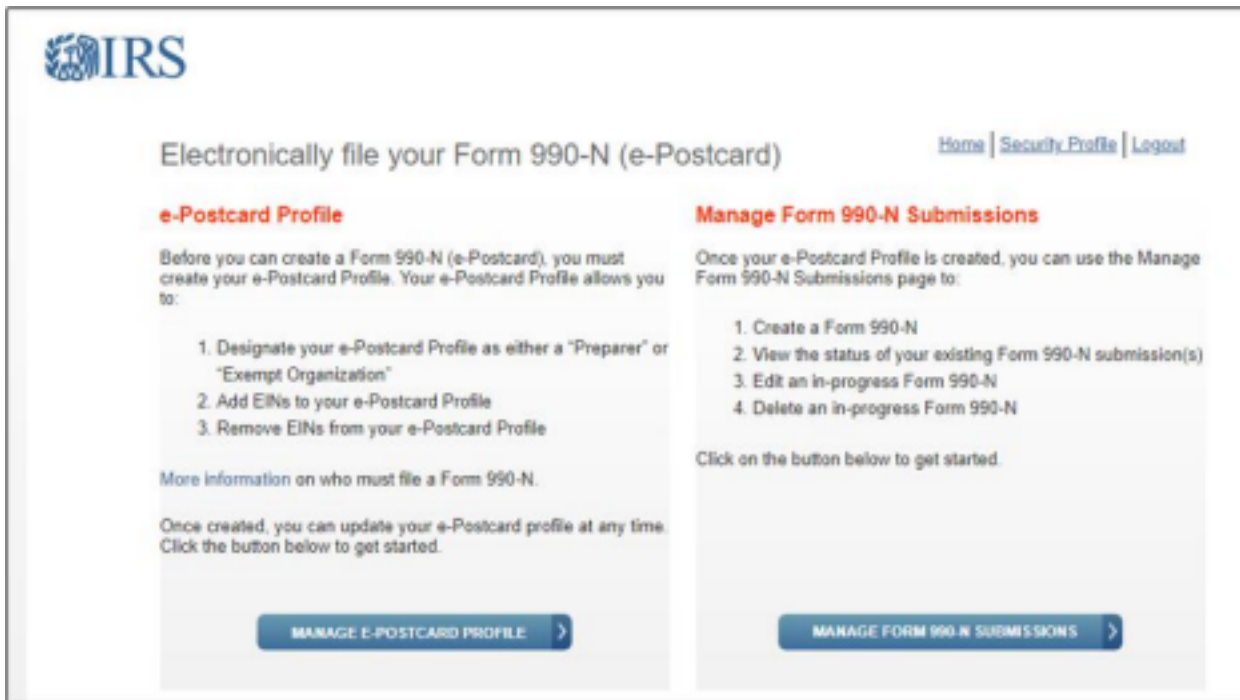


NOTE: You will create a User ID for your use; D56 does not maintain a generic user. This allows you to create a unique user ID that is easier to maintain than something passed down from previous users.

6) Follow directions on pages 3 through 6, Steps 1 through 5 to complete registration.

7) Then return to Log In, using the ID and password you have just created to access the 990-N system. Follow the User Guide pages 6 through 9, [steps 6 through 12 \(listed below\)](#) to create a new Form 990-N electronic filing submission.

→ **Step 6: Click Manage E-Postcard Profile**



→ **Step 7:**

From the drop down select Exempt Organization and select Continue → Step 8: Enter the District 56 EIN; XX-XXXXXXX then click Add EIN then select Create New Filing

→ Step 9: Select the District 56 EIN from the drop-down menu. Then select Continue → Step 10: Complete organization details. Enter respective tax filing year. Select from drop down for organization termination (NO) and gross receipts under \$50,000 (YES) → Step 11: Complete contact information

"Note when registering or filing: text field cannot exceed 35 characters and must contain only numeric, alpha or hyphen characters unless notes otherwise. Periods, slashes and so on will

cause registration or filing errors.” Also, enter website addresses using “www.” - not “http://www.”

INFO FOR D56: Organization name: District 56 Alcohol Anonymous PO Box 7 Unionville PA 19375, your name. (District 56 does not have a website at this writing.)

8) When you have completed each line, select Submit Filing**

→ **Step 12: The filing confirmation will display the filing status as “Pending”. Click on the word Print in the bottom paragraph to print a copy for your records. NOTE: Once you leave the page, you won’t be able to print this filing.**

9) Go back to the page: “Electronically File Your Form 990-N” to get filing confirmation status.

→ **Step 13: Select Manage Form 990-N Submissions – your filing confirmation will show the status as “Pending”, after seven minutes, refresh the page and the Get Updated Status button will be visible, click the button. The status will change from pending to accepted or rejected. If accepted, you have completed filing. Print Confirmation Page. See example below.**

NOTE: See page 9 of User Guide for instructions if rejected.

- Home
- Security Profile
- Logout

e-Postcard Profile
Select EIN
Organization Details
Contact Information
Confirmation

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

- **Organization Name:** DISTRICT 56 ALCOHOL ANONYMOUS
- **EIN:** XXXXXXXXX
- **Tax Year:** 2020
- **Tax Year Start Date:** 01-01-2020
- **Tax Year End Date:** 12-31-2020
- **Submission ID:** 10065520210824443746
- **Filing Status Date:** 03-23-2021
- **Filing Status:** Accepted

MANAGE FORM 990-N SUBMISSIONS