

## ***Treasurer's Timeline & 990-N Instructions***

### ***Convention, Even-Numbered Years***

Training For Chapter Leaders or Leadership Academy

See [www.deltakappagamma.org/IL/](http://www.deltakappagamma.org/IL/) or chapter president for Registration Form. Send Registration Form to Leadership Development Chair (Not State Treasurer)

### ***April 1-June 30***

Collect Dues; enter paid dues into Chapter Connect at [dkg.org](http://dkg.org). Print three copies of each order (one for international, one for state, and one for your records).

### ***On or before July 10***

Complete entry of all paid dues into Chapter Connect, print order forms, total all order sheets into one amount for state and one amount for international, and send checks to international offices and state treasurer per instructions on the order form. Complete Form 18A (resignations and deaths) and submit to state treasurer. Should a death occur throughout the year, send Form 18A to the state treasurer then as well. Also, be sure the chapter membership chair sends a Form 6 to the state membership chair and to the state treasurer.

### ***After June 30***

Submit Treasurer's Books for Financial Review/Audit (per chapter procedures)

### ***After June 30 but before November 15***

File Form 990-N Postcard with IRS; Send IRS Acceptance to State Treasurer. I recommend doing this in July or August and definitely don't wait until November when the website is busy.

Website: [www.irs.gov/990N/](http://www.irs.gov/990N/) (see instructions on page 2)

### ***July 15***

Send Annual Report of Chapter Treasurer Form 15 to State Treasurer by July 15<sup>th</sup> as the State Treasurer has an International report due by the end of July that needs this information.

### ***September 30***

Send DKG FEE FORM (State Convention Fee & Leadership Development Fee, induction fee(s), Newscaster fee, and scholarship fees) to State Treasurer. In addition, send fee form with any fees sent throughout the year. Also, be sure all dues have been paid by September 30<sup>th</sup>. International will drop all members for nonpayment of dues after October 1<sup>st</sup>.

### ***Anytime; Before February 28 for Publication in Convention Booklet***

Send Contributions to DKG Illinois State Organization Funds along with **Illinois** Contribution Form 43 to State Treasurer.

Send Contributions to International Funds/Society Contribution Form 43 to International Headquarters.

### ***As events occur, send the following:***

- New Member Form -- Form 81 to State Treasurer along with Dues Order Form and Fee Form with induction fee and scholarship fee (if the member joins before December 31).
- Death of Member - Form 18A to State Treasurer and a Form 6 should be sent from the Chapter Membership chair to the State Treasurer and the State Membership chair.
- Report of Dropped Members - Form 18A to State Treasurer
- Reinstated Member Form - Form 83 to State Treasurer

\*Late Dues – Send Chapter Connect order form and check covering such dues **and** a Fee Form with the scholarship fee(s)

### Information Needed to File e-Postcard (from User Guide)

After accessing [www.irs.gov/990n](http://www.irs.gov/990n),

1. Read the section About Filing & refer to the User Guide (click on its title in that section and follow the directions for a Returning User.
2. Go to <https://sa.www4.irs.gov/epostcard/> and concentrate on the section labeled Returning User. Fill in your User ID and password that you used last year.
3. Answer the questions they give us this year (Tax Year 2021) and double check before submitting the form electronically

After submitting the form to IRS, a sheet saying Manage Form 990-N (e postcard) will appear but the status shown will say **PENDING**. You will need to wait 7-10 minutes to be able to get an acceptance. To get the acceptance, go to the words beneath the ACTION column (update status) and click on those words. The status should change from PENDING to **ACCEPTED**.

Print that page for your records and either print it again for me or select and save it and email it to me. That's the page I need for my records. IRS will **NOT** email an acceptance to you.

If you are a new treasurer, you may need to log-in with the former treasurer's ID and password. Once that is done there is an option to change the contact information to your contact information and reset the password and ID.