

Treasurer's Timeline & 990-N Instructions

May or June, Even-Numbered Years

Training For Chapter Leaders (TCL)

See www.deltakappagamma.org/IL/ or chapter president for Registration Form

Send Registration Form to TCL Contact (Not 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

Website: www.irs.gov/990N/ (see instructions on back of page)

July 15

Send Annual Report of Chapter Treasurer Form 15 to State Treasurer

July 1-October 31

Collect Dues; Distribute Membership Cards when Dues Are Paid

November 10

Complete Form 18 and Form 18A (resignations and deaths)

November 10

Send Dues (including Scholarship & Newscaster Fees) with Form 18 to State Treasurer. If some members pay late, send them to the state treasurer ASAP with a Form 18.

November 15

Send State Convention Fee & Leadership Development Fee/DKG Fee Form to State Treasurer

Anytime; Before February 28 for Publication in Convention Booklet

Send Contributions to Lambda State Funds/**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:

- Initiate Card Form/Card - Form 81 to State Treasurer
- Change of Address Form - Form 27 to State Treasurer
- Death of Member - Form 18A to State Treasurer
- Report of Dropped Members - Form 18A to State Treasurer
- Reinstated Member Form - Form 83 to State Treasurer
- *Late Dues - Send Form 18 and check covering such dues/scholarship fee

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

After accessing 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 2016) 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.