

Treasurer's Timeline & 990-N Instructions

May or June, Even-Numbered Years

Training For Chapter Leaders or Leadership Academy

See 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. 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, 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.

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

September 30

Send DKG FEE FORM (State Convention Fee & Leadership Development Fee, induction fee(s), Newscaster fee, and scholarship fees) 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:

▪New Member Form-- Form 81 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 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,

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.