

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

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

#### **COLLECT DUES**

#### ***May or June, Even-Numbered Years***

Training For Chapter Leaders (TCL)

See [www.deltakappagamma.org/IL/](http://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/](http://www.irs.gov/990N/) (see instructions on back of page)

#### ***July 10 or soon thereafter (but before September 30)***

Send Dues with Dues Order(s) from Chapter Connect to State Treasurer and International Headquarters. Complete Form 18A (resignations and deaths), if applicable. If some members pay late, send them to the state treasurer and International Headquarters ASAP with a Dues Order.

#### ***July 15***

Send Annual Report of Chapter Treasurer Form 15 to State Treasurer

#### ***September 30***

Send State Convention Fee & Leadership Development Fee, Scholarship Fees, Induction Fees, and Newscaster Fee using 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 - Form 81 to State Treasurer with Induction Fee on DKG Fee Form
- Death of Member - Form 18A to State Treasurer and [mem@dkg.org](mailto:mem@dkg.org)
- Report of Dropped Members - Form 18A to State Treasurer and [mem@dkg.org](mailto:mem@dkg.org)

- Reinstated Member Form - Form 83 to State Treasurer
- \*Late Dues - Send Dues Order from Chapter Connect and check covering such dues to state treasurer and Membership Department at DKG International

### **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 2018) 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.