



# TREASURER'S TALK N TIPS

Summer, 2015

## Thank You Chi State Treasurers!!

Because our treasurers were very diligent in submitting the last five years of the gross income of their Chapter or Area, our Chapters and Areas are now **legally** registered with the California State Franchise Tax Board (FTB). Chi State completed the initial registration for Chapters and Areas. Now there is a **REQUIRED** form that all treasurers must file. **Instructions will be forthcoming on how to file this new Form 199N e-postcard with the FTB.** This form must be filed online very similar to the way the IRS 990N is filed. The instructions will be mailed to each Chapter and Area treasurer soon. **THANK YOU** again treasurers for the extra time and service you continually give to Chi State. Please know that you are **truly appreciated!**

## FILING THE IRS 990N e-Postcard

It is that time again! After July 1<sup>st</sup> filing can begin! The filing must be completed by November 1. You will be required to change your password if you did not do it earlier this year.

1. Log onto: <http://epostcard.form990.org>
2. Register
3. If the screen states **fiscal year**, proceed and complete the form.
4. If the screen states calendar year, **STOP**, contact DKG International to Phyllis Hickey, [phyllish@dkg.org](mailto:phyllish@dkg.org)
5. Create your Form 990N e-postcard and submit. When you have successfully filed, send a copy of your **ACCEPTANCE** email from the IRS to the Chi State office with **your Area and Chapter name written on the acceptance form.**

[chiedctr@sbcglobal.net](mailto:chiedctr@sbcglobal.net)

## \$\$ TIME FOR DUES and FEES \$\$

Dues deadline is October 31, 2015

	<u>Active</u>	<u>Reserve</u>	<u>Honorary</u>	<u>Initiate</u>
International	\$40	\$20	0	\$2.50
Chi State	\$24	\$10	0	\$2.50
Scholarship	\$1	\$1	0	0
Chi State Publications	\$3	\$3	\$3	0
			Chapter Pays	
<b>Total</b>	<b>\$68</b>	<b>\$34</b>	<b>0</b>	<b>\$5</b>

Honorary Dues – Chapter pays a one-time fee of \$ 49.50 at time of initiation.

## Chi State Insurance Service Charge

Download the liability insurance form from the Chi State website at [www.chistateca.org](http://www.chistateca.org)

Submit \$1.00 per member by separate check when making the insurance payment.

### Do not include insurance with dues!

On the check memo line write: Chapter name and purpose (Insurance). Mail to:

Chi State Education Center  
808 University Avenue, Sacramento, CA 95825

**Questions??** email Finance Committee at:  
[chistate.fin@gmail.com](mailto:chistate.fin@gmail.com)