

End of the Year Financial Forms Needed

[2017 Financial Report Cover Sheet](#)

[2017 Financial Report Explanation](#)

[2017 Financial Report Items Breakdown](#)

[2017 Financial Register and Report \(Excel Spreadsheet\)](#)

[Equipment List](#)

[Bank Information & Staff Signatures](#)

[e-Postcard Form 990-N](#)

[On Line Instructions for 990-N](#)

Copy of Last Bank Statement for the Year

Bank Signature Cards (if there has been a change in officers)

Please note the following instructions to help you complete these forms:

a) Financial Report Cover Sheet: Please check "Chapter Financial Report" and indicate the year and Chapter in the blank.

b) Financial Report Cover Sheet: Please check "This is our yearly financial report" and if there has been a change in officers check " This is a change of officer financial report"

c) Financial Report Cover Sheet: Please read Statements A & B and initial each statement.

d) **Financial Report:** Complete both pages (I-14 & I-15) and the Chapter Director and Treasurer should sign page I-15

Financial Report: Forms can be printed from the web site and filled out in black ink. Or you can follow the directions on the web site and complete the forms on your computer, then print them with the

fields filled in. (You will not be able to save the completed information on your computer, so be sure to save a hard copy for your files)

e) Bank Information and Staff Signatures: If there is a change in officers (Chapter Director, Assistant Chapter Director, Chapter Treasurer or the District Director) then the “Bank Information & Staff Signatures” form must be filled out.

Date should be the 1st of January or if there has been a change in officers during the year the date should be the 1st of the month that the new officer started. Be sure to fill out all of the information at the top of the form.

- (1) Information should be the Chapter Director.
- (2) Information should be the Assistant Chapter Director or if no assistant then the Chapter Educator can be the second signature.
- (3) Information should be the Chapter Treasurer.
- (4) Information should be that of the current District Director.

f) GWRRA Equipment List: Page I-34 is to be completed if there is a change in officers within the chapter. The **out-going** chapter director completes, signs and dates this form.

g) GWRRA Equipment List: Page I-35 is to be completed by **all chapter directors**. If there has been an officer change then the incoming chapter director completes, signs and dates this page.

h) GWRRA Equipment List: **IF NO EQUIPMENT IS OWNED BY THE CHAPTER THE FORM MUST BE MARKED "NONE" ACROSS THE INVENTOR SECTION, SIGNED AND DATED.**

i) The IRS requires that the e-Postcard (Form 990-N) must be filed annually by all subordinates (Chapters, Districts, and Regions) of GWRRA whose gross receipts are \$25,000 or less for the tax year. Your tax year must have ended before you can file an e-Postcard. **It is absolutely necessary that the e-Postcard be filed with the IRS.** Failure to do so can cause penalties and fines or even the loss of GWRRA's not-for-profit status. It is the responsibility of the Officer to be sure this form is filed on-line by May 15 of each year. However, it may be filed by the Assistant Chapter Director or the Treasurer under the direction of the Chapter Director.

Once there, you will need to complete a three-step process:

1. Register as a new user. If you have filed in the past, go to step 2. You will be assigned a login ID based on your EIN. The first login ID will be your EIN plus the number 01. You can have more than one login ID to allow others to access the site. Subsequent IDs will be 02, 03, and so on.
2. Create the Form 990-N (e-Postcard)
3. Submit your Form 990-N (e-Postcard)
4. **ONCE YOU RECEIVE THE RECEIPT FOR FILING THE 990-N PLEASE SEND A COPY OF THE RECEIPT TO THE DISTRICT DIRECTOR.**

i) Bank Signature Cards: Treasurer must get new bank signature cards to be signed by the new chapter officers and then send them to their Assistant District Director to have the District Directors signature put on them. District Director will return them to you once his/her information and signature is completed.