



## Required Chapter Reporting Forms

### Due January 31

- **Chapter Leader Form** – A complete listing of your top Officers (President, Vice President, Secretary, Treasurer) and any other leader within the chapter that you feel receive chapter related communications from NIGP

*As stated in NIGP policy, the top three officers (President, Vice President, and either Secretary or Treasurer) must be either an agency or individual member of NIGP.*

- **Chapter Member Data Form** – This form indicates your total membership count based on chapter only members vs. those who had both a chapter and NIGP membership ending the previous year. Along with the form all chapters are required to submit a roster of their membership. Chapters will be assessed a fee for those chapter only members. Invoices will be sent out in late February early March.

*If both forms are submitted by the January 31 due date, chapters will be invoiced at the lower assessment fee rate.*

### Due March 1

- **Chapter Financial Form** – This shows the income and expenses for year the previous year. A chapter may submit their 990 or upload their year-end balance sheet instead of completing the online form.
- **Chapter Group Exemption Form** – For all Chapters that belong to NIGP's Group Exemption (does not apply to Canadian Chapters) this form allows us to indicate to the IRS that you are still an active chapter of NIGP and allows for your Federal Tax Exemption. A Chapter is still required to file the appropriate 990 to the IRS.

### Due May 15 or November 15

- All Chapters are required to file a 990 with the IRS. It should be filed five months after the chapter's year end (either calendar or fiscal). Non-filing will result in a loss of the chapter's non-profit status and possible consideration for chapter dissolution with NIGP. A copy of the Chapter's 990EZ or the IRS response to filing the 990N Postcard must be submitted to NIGP

### Due June 30

- **Chapter Seminar Agreement** – For any chapter that hosts an NIGP Seminar, a current and signed agreement must be on file at NIGP.