

THIS COMPLETED FORM MUST BE RETURNED **WITH THE ANNUAL FINANCIAL STANDING REPORT**

Association: _____ Association Number: _____

This is a checklist of material that must be submitted to the
New Jersey State Firemen's Association with your Annual Financial Standing Reports.

NOTE: THE DEADLINE FOR FILING YOUR COMPLETED/BALANCED REPORT IS FEB. 20th.

PLEASE CHECK THE ITEMS YOU HAVE COMPLETED AND/OR ENCLOSED

- _____ White Financial Report (Form 200)
- _____ Bank Certification Letter(s) and/or 12/31 Statement(s) w/YTD interest and YE balance, and
Notification of Bank Eligibility (GUDPA)
- _____ Insert A (Investments) & Insert B (Local Relief Paid)
- _____ Bonds – Attach copy of Year-End Statement(s) from Broker(s)
- _____ Insert C (Representatives and Trustees in office during year being reported) (Identify Trustee Chairman
and Trustee Secretary)
- _____ Insert D (Administrative Expenses)
- _____ Checking Account Confirmation Form
- _____ Audit Committee Form – Notarized (Use the form supplied by the State Office)
- _____ White Financial Report for Trenton (Form 200A with Inserts A, B, C, D, and copies of Bank Letters)
(To be sent in to our office with White Original Report – Form 200)
- _____ Please check if your Financial Report proves (Line 11 equals Line 38)

REMARKS

All Local Associations must file Form 990, 990EZ, or 990N with the Internal Revenue Service by May 15th. Send a copy of your 990 filing or the acknowledgement of filing under separate cover to the State Office by June 14th.

Forms 1099 and 1096 must be filed with the Internal Revenue Service prior to February 1st if:

1. Any organization paid an individual \$600.00 or more in Administrative Expenses
2. Any organization paid an individual \$600.00 or more in combined Administrative Expenses and Net Convention Expenses (after applying receipts from attending Convention up to the amount received for the Convention).
3. Please note: you cannot offset any Administrative Expenses with receipts. Refer to instructions for details.

DO NOT INCLUDE ANY OTHER REPORTS WITH THIS MAILING. Please complete & return this checklist with your Financial Reports and supporting documentation to the State Office by February 20th.

Signature of Treasurer

Print Name

Date