

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). Bank Statements must have two local officer signatures (other than the Treasurer).
- _____ Insert A (Investments/bonds) & 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 & Misc. 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 9 equals Line 36)

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. Instructions for the IRS 990 filing will arrive in a separate mailing.

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