

## Annual Chapter Financial Report Checklist

All chapters must file a 990/or 990N. Not filing the form WILL AFFECT YOUR EXEMPT STATUS.

1. If your chapter's income is under \$25,000, the state office will file your 990N for you upon receipt of the required documents (detailed below).
2. If your income exceeds \$25,000, the state office will help facilitate filing your 990. Please contact Pat Carlson at (253) 876-7416 or [pcarlson@pseofwa.org](mailto:pcarlson@pseofwa.org) for assistance.

**Annual Tax Period:** 9/1/08-8/31/09      **Employer Identification Number (EIN):** \_\_\_\_\_

**Chapter Legal Name:** \_\_\_\_\_

**Chapter's Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Chapter President:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Email address:** (if applicable): \_\_\_\_\_

### *Items to provide (Please return this completed checklist with the materials)*

(Check when complete)	
<input type="checkbox"/>	Provide a photocopy (or printout) of the chapter's checkbook for the period from SEPTEMBER 1, 2008 through AUGUST 31, 2009.
<input type="checkbox"/>	Provide copies of monthly or quarterly statements and <b>reconciliations</b> for <b>all</b> bank accounts, CD's, and investment accounts, for the period from SEPTEMBER 1, 2008 through AUGUST 31, 2009.
<input type="checkbox"/>	Provide a completed copy of "Yearly Chapter Financial Report" (attached).

Mail or Email the above documents by **October 31, 2009** to:

Public School Employees of Washington/SEIU Local 1948  
Attention Accounting  
P.O. Box 798  
Auburn, WA 98071-0798

Email: [pcarlson@pseofwa.org](mailto:pcarlson@pseofwa.org)

Preparer's Signature \_\_\_\_\_

Chapter Title \_\_\_\_\_

Phone (    ) \_\_\_\_\_