

End of the Year Financial Forms Needed

Most forms are available in two formats – click on the form you prefer.

***Save to your computer prior to entering information**

- * **2019 Financial Report Cover Sheet** [[PDF](#) or [DOCX](#)] (revised 10/11/19)
- * **2020 Financial Register and Report** [[XLSX](#)] (Excel Spreadsheet)
- * **GWRRA Equipment List** [[PDF](#) or [XLSX](#)] (revised 10/11/19)
- * **Bank Information - Copy of Bank Signature Cards**
or **GWRRA Information Form** [[PDF](#) or [XLSX](#)] (revised 03/18/2020)

Copy of Last Bank Statement for the Year

[e-Postcard - IRS Form 990-N](#) (Click to download)

(if you need help with filing, contact your District Director or District Treasurer for assistance)

[Instructions for IRS Form 990-N](#) (Click to download)

Use Saved documents from above to enter Chapter Information

PDF documents can be opened by using Adobe Acrobat Reader DC – a free program

Financial Report Cover Sheet: This form is in word or pdf; use the form that is easiest for you

- Check "Chapter Financial Report" and designate your Chapter (PA-___ your chapter letter)
- Check "Bank signature sheet from bank or GWRRA Bank Information"
- Check "This is our yearly financial report"
- Statements A, B C and D
 - A. Read and initial if true
 - B. Read and initial if true
 - C. Read, include accepted IRS form 990-N if it has been filed and initial
 - D. Read, include December bank statement an initial
 - E. Read and initial if true and you are not attaching an Equipment List. Note value is \$100

Items to include with Financial Report Cover Sheet:

- Financial Report with the Chapter Director and Chapter Treasurer's signature for the year indicated.
- Copy of the last Bank Statement for the year
- Copy of Bank Signature Cards or GWRRA Bank Signature Form
- Equipment List – if Chapter owns equipment purchased for \$100 or more
 - Change of Chapter Directors/Treasurer - If no equipment is owned by the chapter or the value is less than \$100; write "NONE" across the document.
 - Incoming Officer signs the Equipment list.
- IRS Form 990N – "Filing Status: Accepted"
- Send report to your PA District Director