Forms Reporting Guide

**Please use the following email when submitting to the State Council:** [**admin@iowakofc.org**](mailto:admin@iowakofc.org)**. The State Deputy’s copies go to this email**

**No forms should be submitted to statedeputy@iowakofc.org**

**COUNCIL FORMS**

**Reports are due noted below. The date listed is the “drop dead” date.**

| **Form #** | **Description** | **Due Date** | **Email for Submission** |
| --- | --- | --- | --- |
| 100 | Membership DocumentA  (death, transfer, new member) *A copy emailed to the General Agent or Field Agent* | as needed | [membershiprecords@kofc.org](mailto:membershiprecords@kofc.org) |
| [185](https://www.kofc.org/en/members/resources/forms/185.html) | Report of Officers Chosen for the TermB | 6/30 | [AddressChange@kofc.org](mailto:AddressChange@kofc.org) |
| [365](https://www.kofc.org/en/forms/council/service_personnel365_p.pdf) | Service Program Personnel ReportB | 8/1 | [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| [1295](https://www.kofc.org/en/forms/council/audit2_1295_p.pdf) 12/31  [1295](https://www.kofc.org/en/forms/council/audit1_1295_p.pdf) 6/30 | Semiannual Council Audit | 2/15  8/15 | [Council.Accounts@kofc.org](mailto:CouncilAccounts@kofc.org) |
| [1728](https://www.kofc.org/en/forms/council/fraternal_survey1728_p.pdf) | Annual Survey of Fraternal ActivityC | 1/31 | [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| [SP-7](https://www.kofc.org/en/forms/council/columbian_awardap_p.pdf) | Columbian Award ApplicationC | 6/30 | [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| IA 304  [pdf](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/f3df86_4eaa83f7c3ed4c949d1d74c548d26faf.pdf)  [Excel](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/f3df86_119758c1934d44eeb075cff4601f70e8.xlsx?dn=IA304%20CPID%20Council%20Report%20Form%20-%20Excel.xlsx) | CPID Council Report Form  *Note: This form is also used to order upcoming Tootsie Rolls (bottom of page)* | 12/1 | [cpid@iowakofc.org](mailto:cpid@iowakofc.org) |
| [2630](https://www.kofc.org/en/forms/council/roundtable_report2630_p.pdf) | Annual Report KofC Round Table | 6/30 if needed | [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| [10668](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/f3df86_0fd956c995574e84b603736e794f4b94.pdf) | Family of the Month | monthly by the 15th | [fotm@iowakofc.org](mailto:fotm@iowakofc.org)  [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| IA 310  pdf  [MS Word](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/f3df86_3b70c8aa842747efae3c62fb4b3b873d.docx?dn=Knight%20of%20the%20Month%20Nomination%20form.docx) | Knight of the Month | monthly by the 15th | [kotm@iowakofc.org](mailto:kotm@iowakofc.org) |
| IA 102  [pdf](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/1105de_ec3bca704150488b9c765a789db5dba2.pdf)  [MS Word](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/1105de_b9714c6df9f84e88951986c4f3137c0d.docx?dn=Deceased%20Member%20Report.docx) | Iowa Deceased Members Report | 2/15 | [admin@iowakofc.org](mailto:admin@iowakofc.org) |

Notes:

*A = Online Submission Preferred via Officers Online (Prospect tab, Candidate tab, Form)*

*B = Preferred completed and submitted on Membership Management (FS or GK only)*

*C= Refer to Supreme Program Forms Reference Guide for a list of forms that have been consolidated. Form 10784 Fraternal Programs Report Form : Link* [*HERE*](https://www.kofc.org/en/for-members/resources/faith-in-action-program-forms.html)

[Form 450](https://www.kofc.org/en/forms/district/dd_degree_report450_p.pdf) Degree Exemplification Report is due following a degree. Email copies to the District Deputy, [ceremoinals@kofc.org](mailto:ceremoinals@kofc.org), [ceremonials@iowakofc.org](mailto:ceremonials@iowakofc.org) and [admin@iowakofc.org](mailto:admin@iowakofc.org).

**IRS FORM 990**

***Every Council and Assembly is required by the Supreme By-Laws to obtain a Federal EIN (Employer Identification Number)* Each council and assembly must file its own tax return; there is no group or consolidated Form 990 filing. The returns must be filed by the fifteenth day of the fifth month following the end of the council’s annual accounting period.** *For example, if a council’s accounting period ends December 31, it must file a tax return by May 15 of the following year; if a council’s accounting period ends June 30, it must file a tax return by November 15*. Please note that the IRS assigns the accounting period to each council based on its Employer Identification Number (EIN). To determine the accounting period assigned to your council’s EIN, sign into the IRS system with your userid and password. In our experience the assigned accounting period coincides with the calendar year. This form is not submitted to Supreme. Failure to file a Form 990 with the IRS by the due date for 3 consecutive years will result in the IRS revoking the EIN - it will cost, at minimum, $600 to reinstate it.

**DISTRICT DEPUTY REQUIRED FORMS**

| **Form #** | **Description** | **Due Date** | **Email for Submission** |
| --- | --- | --- | --- |
| [1938](https://www.kofc.org/en/forms/council/1938_p.pdf) | Evaluation of Council Financial Secretary  *Note: must be signed by Council GK, Trustees and DD* | Upon Receipt | [admin@iowakofc.org](mailto:admin@iowakofc.org) |
| [944](https://www.kofc.org/en/forms/district/dd_semi_report_december944A_p.pdf) | District Deputy Semiannual Report | 6/30  12/31 | [FraternalMission@kofc.org](mailto:FraternalMission@kofc.org) |
| [IA 302](https://9d31f2f7-eab0-4ee5-9fce-3a40a40742f6.filesusr.com/ugd/f3df86_1a0a2d0ef39e4c48911291a124b034ed.pdf) | CPID District Deputy Order Form | 3/1 | [cpid@iowakofc.org](mailto:cpid@iowakofc.org) |

*If the DD is present at an exemplification he should file the* [*Form 450*](https://www.kofc.org/en/forms/district/dd_degree_report450_p.pdf)

**Please email all State Deputy copies to:** [**admin@kofc.org**](mailto:admin@kofc.org)**.**

**Tips on naming a file for email Form Submission:**

To ensure faster processing, make sure the file name includes the Form Number, the Council or District Number and a date (e.g. Form185.Council1234.6\_30\_2021). File formats accepted, pdf, MS Word, jpg (picture).

**EMAIL SUBMISSION IS PREFERRED BY SUPREME AND THE STATE COUNCILS**

*if unable to email, mailing address:*

*Iowa State Council*

*PO Box 91*

*Oskaloosa IA 52577-0091*