

## IAFN Chapter End of Year Transition 2022-2023

Instructions: Click on the arrow to the left of the # in the blue headings below for specific information on how to complete each task.

Need help? Have Questions? Contact Christina Presenti at 410.626-7805 x 120 or [cpresenti@forensicnurses.org](mailto:cpresenti@forensicnurses.org) anytime.

All documents and links can be found at the [chapter renewal website](#).

**New in 2022. It is the chapter's responsibility to track all items and notify Christina when the final and complete submission has been made. The checklist on the last page of this document is a simplified tracking tool for chapters.**

### Outgoing Officers

1.  Complete the incoming 2023 Officer List after elections  
You can submit [online](#). If completing online, you will be able to start, resume, and share a unique link to your chapter specific Officer List.
2.  Complete the 2022 Annual Progress Report  
You can submit [online](#). If completing online, you will be able to start, resume, and share a unique link to your chapter specific Officer List.
3.  Complete the Bank Form & Return Debit Card(s) (Treasurer)
  1. Complete the Bank Form for the Annual Report
    - Download the Bank Form from the [Chapter annual renewal website](#) and complete. Email to [Christina Presenti](#).
  2. Return any debit cards for Officers that need to be removed from the bank account for 2022.
    - Using a trackable method, cut your card place it in an envelope, and return your card to Stacy Robertson at 6755 Business Parkway, Suite 303, Elkridge, MD 21075.
    - The incoming treasurer will receive a Visa Debit card for the account once the previous treasurer returns their card to Stacy Robertson at 6755 Business Parkway, Suite 303, Elkridge, MD 21075.
4.  Complete the Chapter Financial Report (Treasurer)  
Download the Chapter Financial from the [Chapter annual renewal website](#) and complete. Email to [Christina Presenti](#).

5.  **Compile 2022 Meeting Minutes and Agendas (Secretary)**

Compile any meeting agendas or minutes from 2022 Board meetings, open meetings, trainings, conferences etc. Once compiled, include this information in your annual renewal package.

6.  **Complete the E-990 filing (incoming or outgoing Treasurer in January 2023)**

Each chapter is required to file the E-990 postcard with the IRS every year. This is a simple process that is done online and only takes a few minutes. You will need your Chapter's EIN # when filing. Use the IAFN home office address for the location. You can set up a new username and password each year. Once it is complete, you will receive a confirmation email that needs to be included in your renewal application. Begin the IRS filing of the E-990 postcard process [here](#).

7.  **Meet with incoming officers who are taking over your position (all officers)**

Make a list of your files, passwords, helpful hints, daily activities, monthly activities, and share with the incoming officer who is taking your position. If there is anything you learned in 2022 that you wish you knew before hand – share that too. Share your contact information if you are available for questions.

8.  **Complete 1099 paperwork – anyone the Chapter paid more than \$600 during 2022 you must provide a 1099 by January 30, 2022 (Treasurer)**

Below are some instructions for what 1099s are and how to prepare them. More formal instructions can be found on the IRS website (<https://www.irs.gov/pub/irs-pdf/i1099misc.pdf>).

IRS Form 1099-MISC summarizes income from all non-employee compensation. This is an information return that is filed with the IRS so that the IRS can match vendor payments with the income they report on their tax returns. (Essentially, it's telling the IRS what you paid contractors throughout the year, and what the contractors will owe as well.)

You must send out a Form 1099-MISC to all vendors you've hired and paid more than \$600 during the calendar year. This includes any partnerships or LLCs you may have contracted.



There are a few exceptions to these rules: You don't have to send 1099s to most corporations (note: you must send 1099s to all lawyers you've hired, even if they're incorporated), property managers for rent, sellers of merchandise, etc.

#### Prepare the 1099s

Have a filled-out Form W-9 for each vendor, which includes their name, address, and Social Security number (SSN) or Employer Identification Number (EIN). The W-9 will also include their tax filing status, so you can check to see if you need to issue a 1099 for that vendor. You should collect these throughout the year from anyone contracted by the Chapter.

You cannot use a downloaded Form 1099-MISC or a sample from the IRS. If you are filing on paper, you're required to use specific forms that are readable by the IRS scanner used to process all 1099s.

You can order these forms from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or going on their website.

You can order them from some office-supply stores, or you can use financial software like QuickBooks to create, distribute, and file your 1099s online.

#### Fill out the forms

Start with your Federal Tax ID number, which could be your SSN or EIN. Then add in the contractor's information, which includes their SSN or EIN.

Each 1099 should also include the amount of money paid to the contractor, which is entered in Box 7 under the title "Non-employee compensation."

Finally, confirm that their taxpayer ID is accurate. (This is typically their social security number.)

#### Send out the forms

You must mail or hand each 1099 Copy B to the contractor no later than January 31st.

Mail form 1096 to the IRS.

IRS Form 1096 summarizes the totals from your returns — in this case, from your 1099s. If you file through snail mail, you must mail Form 1096 and Copy A of each Form 1099 to the IRS no later than February 29th.

## Incoming 2023 Officers – to be completed Jan 30, 2023

As a new officer, familiarize yourself with the tools and expectations of your new roll. There is a lot of information here and Christina Presenti, IAFN Membership Manager, is available to assist you anytime questions come up. We are happily available to assign with media requests, local policy review including support with testimony, protocol review, meeting planning, CE for trainings, conference planning, and more.

### 1. Review (all) and sign (President) Chapter Bylaws

All Chapter Officers should review the Chapter Bylaws. Chapter Bylaws need to be reviewed on a regular basis in accordance with the timeframe designated in your Chapter Bylaws.

Incoming presidents must sign and provide a copy of the Chapter Bylaws in the annual renewal package. Draft bylaws are available on the [Chapter annual renewal website](#).

### 2. Review (all) and sign (President) the Chapter Affiliation Agreement

All Chapter Officers should review the Affiliation Agreement available on the [Chapter annual renewal website](#). Incoming presidents must sign and provide a copy of the Chapter Affiliation Agreement with the annual renewal package.

### 3. Treasurer signs Bank Affiliation Form

The Treasurer provides their cell phone and last four digits of their ssn to IAFN in order to add them to the chapter bank account. This is not in anyway tied to the Treasurer's credit. The Treasure completes the Bank Affiliation Form that is provided by IAFN.

### 4. Complete Conflict of Interest Forms

All officers must complete and sign a Conflict-of-Interest Form.

### 5. Complete any aspects of the annual renewal, listed above, that are incomplete

Review the requirements above and work with your outgoing officers to complete them. Contact Christina if there are

