

# Forms: What to Send Where

Find updated forms @ [www.dkg.org](http://www.dkg.org) (sign in)  
or [www.dkgtexas.org](http://www.dkgtexas.org) as indicated below

Use the table below to locate forms for membership changes and other chapter treasurer duties.

**To remove members:** Only International has access to remove members per the information on these forms.

- ❖ **Form 6** to report a death; send as soon as possible
- ❖ **Form 18A** to report those not renewing membership; send with dues or as needed throughout the year

**To add members:** Chapter treasurer collects filled forms and dues from members then enters information in Dues Portal and submits payments.

- ❖ **Form 83** Reinstate
- ❖ **Form 81** New Member
- ❖ **TR-A** Transfer

**Other forms:**

- ❖ **TSO Fee Form:** submit with each dues payment to TSO for the scholarship fee per member
- ❖ **Form 87** Change of treasurer: to update International, TSO & IRS
- ❖ **Form 15** Annual Report of Chapter Treasurer: Due July 15 annually
- ❖ **990N ePostcard:** this is a link to submit online filing – only chapter treasurer needs a printed record of the filing: Due Nov. 15 annually

| Form Name        | Location: Where to find the form     |                                     |                                     |                             | Send to               |   |                           |
|------------------|--------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------|---|---------------------------|
|                  | Int'l/MyDKG/<br>Forms:<br>Membership | Int'l/MyDKG<br>/Forms:<br>Treasurer | Int'l/My DKG:<br>Chapter<br>Connect | DKG TX<br>Treasurer<br>Page | Int'l:<br>mem@dkg.org | TSO Exec.Sec /<br>Treasurer<br>tsotreas@gmail.com | Chapter<br>Treas.<br>File |
| 6 Death          | •                                    |                                     | •                                   |                             | •                     | •   | •                         |
| 18 A Drop        |                                      | •                                   | •                                   |                             | •                     | •   | •                         |
| 83 Reinstate     | •                                    |                                     |                                     |                             |                       | •   | •                         |
| 81 New Member    | •                                    |                                     |                                     |                             |                       | •   | •                         |
| TR-A Transfer    | •                                    |                                     |                                     |                             |                       | •   | •                         |
| TSO Fee Form     |                                      |                                     |                                     | •                           |                       | •   | •                         |
| 87 Change Treas  |                                      | •                                   | •                                   |                             | •                     | •   | •                         |
| 15 Annual Report |                                      |                                     | •                                   |                             |                       | •   | •                         |
| 990N ePostcard   |                                      | •                                   | •                                   | •                           |                       |   | •                         |