

Forms: What to Send Where

Find updated forms @ www.dkg.org (sign in)
or www.dkgtxas.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 Fees Form:** submit with each dues payment to TSO (inductee fee / scholarship fee)
- ❖ **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 Forms: Membership | Int'l Forms: Treasurer | Int'l My DKG: Chapter Connect | DKG TX Treasurer Page | Int'l: mem@dkg.org | TSO Treasurer tsotreas@gmail.com | Chapter Treas. File |
| 6 Death | • | | • | • | • | • | • |
| 18 A Drop | | • | • | • | • | • | • |
| 83 Reinstate | • | | | | | • | • |
| 81 New Member | • | | | | | • | • |
| TR-A Transfer | • | | | | | • | • |
| TSO Fees Form | | | | • | | • | • |
| 87 Change Treas | | • | | • | • | • | • |
| 15 Annual Report | | | • | • | | • | • |
| 990N ePostcard | | • | • | • | | | • |