

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 Fee Form:** submit with each dues payment to TSO for the per member 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 Fee Form				•		•	•
87 Change Treas		•	•	•	•	•	•
15 Annual Report			•	•		•	•
990N ePostcard		•	•	•			•