

From: Rodney Rowe <public.affairs@edmn.org>
Sent: Friday, January 10, 2020 2:25 PM
To: Cooke, Sarah [MN]
Subject: January 2020 Treasurer and Membership news

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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

January 2020 Issue

2020 New Year greetings to everyone!

I hope your New Year is off to a fantastic start. With the start of the New Year, it is a great time to get your annual audit submitted, review your financial policies and internal controls, and begin preparing for next year's budget.

Now is the time to make sure that you have requested and ordered any 1099 forms that you will need to issue to the members in your local by the end of January who have received \$600 or more over the calendar year Jan. 1 – Dec. 31, 2019.

Rose, Michelle and I are here to assist with any questions you have in your role as treasurer and/or membership contact. Do not hesitate to contact us if you'd like additional support, information or training.

In unity,

Treasurer Update

Internal Revenue Service information and filing reminders

2020 standard mileage rates: Beginning on Jan. 1, the standard mileage rates for the use of a car, van, pickup or panel truck will be 57.5 cents per mile. The rate is

down 0.5 cents from 58 cents per mile in 2019. Learn more about the [2020 mileage rates](#).

Form 990-N (e-Postcard): The [Form 990-N electronic-filing system](#) service was down due to system maintenance. The service is now available.

Form 990-EZ or 990: The annual return is due **Jan. 15** for affiliates whose fiscal year ends Aug. 15. If you are unable to meet the filing deadline and to avoid penalties, electronically file [Form 8868](#) prior to Jan. 15 to request a 6-month automatic extension of time.

Form 1099 and 1096: You can place your order for delivery via U.S. Postal Service by calling 1-800-TAX-FORM (1-800-829-3676) or submit your request [online](#). Allow time for the IRS to process and ship your order. These forms are also available at your local IRS office. Submit Copy A of Form(s) 1099-MISC issued, along with Form 1096 to the IRS by **Jan. 31**.

Notices: The IRS sends out notices to organizations for a variety of reasons. The notices offer specific instructions on what action you need to take. Examples of reasons include:

1. Notices that your affiliate has not filed the annual Form 990-N (e-Postcard), Form 990-EZ or Form 990.
2. Requests for additional information on returns that have missing or incomplete information.
3. Notification that your tax-exempt status has been automatically revoked for failure to file the annual information return for three consecutive years.
4. Interest and penalties on delinquent returns.

If your affiliate receives one of these notices, please **DO NOT** ignore it. Send a copy of the notice to [Rose](#). We will advise on how to respond. This will not only ensure that your issue is handled properly but will also help us assist other affiliates that may receive similar notices. Keep copies of all correspondence with your affiliate records.

Membership News

eBilling Statement: There was an issue with the eBilling Statement reminder notice. It was not sent on Nov. 1 or Jan. 2. That issue has been resolved. Thank you to those who brought that to my attention.

eBilling reminders:

- The link to the eBilling site is <https://ims.nea.org/ebilling>
- The link contained in the reminder email is to the local's account. It is not a link to the new statement.
- Statements are available by the second day of each month.
- The site is accessible 24/7.

- The local membership contact, president and treasurer have access to their local's account.
- The local membership contact, president and treasurers role email is associated with their individual account.
- Contact Michelle Johnson with any billing issues.

Membership documents: The membership documents are located on the local leaders page of the Education Minnesota website. The instructions to access the page is below.

Document access instructions

Education Minnesota's website: www.educationminnesota.org

Registration is required to gain access to the membership contacts page of the website.

First-time user

Your Membership ID number is required to register. It is located on the membership roster. It is the 10-digit number that begins with 000.

- Visit www.educationminnesota.org and select the gold-colored "Member Sign In" box in the upper-right corner of the screen.
- Below the "Forgotten password" link, select "Register here!"
- Complete the registration steps. You will need your member number.
- If you need assistance registering, please contact [Matt Blewett](#) at 651-292-4829. Please note that Matt cannot send login credentials by email. Please include a callback number if you send an email requesting information.
- After you're signed in, follow the existing user directions to access the needed documents.

Existing user

- Select the gold-colored "[Member Sign In](#)" box in the upper-right corner of the page.
- Enter your "Username" and "Password."
- Once you're signed in you'll see that the gold "Member Sign In" box has changed to a red box with an unlocked symbol that says "Member Portal." Select "Member Portal."
- Select "Local leaders" on the left-hand side of the page in the gray bar.
- Select "Membership contacts" in the light gray bar.
- Select the appropriate document to view and print or save.

Upcoming Dates

Feb. 25: 50% of dues obligation is due in order for local delegates to be seated at the Representative Convention.

April 24-25: Education Minnesota Representative Convention.

Education Minnesota Secretary-Treasurer Rodney Rowe: rodney.rowe@edmn.org

Treasurer/IRS/audit concerns, contact Rose Tuiyott-Lewis: rose.tuiyott-lewis@edmn.org

Membership/dues/billing concerns, contact Michelle Johnson: michelle.johnson@edmn.org

Education Minnesota: 1-800-652-9073



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