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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

January 2021

Happy New Year to everyone!

I hope 2021 is off to a good start and that we can return to a more normal structure as we move through this new year. This pandemic has been trying for everyone and we certainly appreciate how each of you are keeping things working in your local during these unprecedented times. The start of a new year is a great time to get your annual audit submitted, review your financial policies, internal controls and begin preparing for next year's budget.

Now is the time to request and order any 1099-NEC forms that you will need to issue to the members in your local by the end of January that have received \$600 or more over the calendar year, Jan. 1, 2020 – Dec. 31, 2020.

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 (IRS) information and filing reminders

2021 standard mileage rates: Beginning Jan. 1, standard mileage rates for the use of a car, van, pickup or panel truck will be 56 cents per mile. The rate is down 1.5 cents from 57.5 cents per mile in 2020. Learn more about the [2021 mileage rates](#).

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, file [Form 8868](#) prior to Jan. 15 to request a six-month automatic extension and avoid penalties.

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 1099-NEC and 1096: Place your order for delivery via the 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. Submit Copy A of Form(s) 1099-NEC issued, along with Form 1096 to the IRS by **Feb 1**. [Sample Form 1099-NEC and Form 1096 are attached.](#)

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 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 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 on the first 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 role emails of the local membership contact, president and treasurer are associated with their individual accounts.
- Email membership@edmn.org if you have trouble logging in to your e-Billing account.
- Email membership@edmn.org if you want to know if a payment was received.
- Contact [Michelle Johnson](#) 651-292-4814 with all billing issues.

Membership documents: Membership documents are located on the local leader's page of the Education Minnesota website. Instructions to access the page are 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.

- Complete the registration steps. If you need assistance registering, please contact Kait Peterson at 651-292-4829 or kaitlyn.peterson@edmn.org
- After you're signed in, follow the existing user directions to access the needed documents.

Existing user

- Select the gold "**Member Sign In**" box at the top right-hand 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 grey bar.
- Select "**Membership contacts**" in the light-grey bar.
- Select the appropriate document to view, print or save.

Upcoming Dates

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

Apr. 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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Education Minnesota is an affiliate of the American Federation of Teachers,
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