

Chapter Treasurers

The UDC year-end is fast approaching. We are trying to get the information our auditor will need to prepare our tax return. With the new filing requirements of the Internal Revenue Service we will need some additional information from each Chapter. We are now trying to determine who is currently filing a Form 990 and who is not filing. We want to make sure that each Chapter is in compliance for the current year and monitor all future years. Please complete the following information, sign, and return to the UDC Business Office at 328 North Boulevard, Richmond, VA 23220.

**Please mark one in both sections below that currently apply to your Chapter**

Section 1:

We file our own Form 990 and have attached a copy of the last one filed. \_\_\_\_\_

We have gross receipts of less than \$25,000 so we do not file Form 990 \_\_\_\_\_

Section 2:

We filed previously and sent you our most recent financial statement \_\_\_\_\_

We are enclosing our most recent financial statements. \_\_\_\_\_

Chapter Name \_\_\_\_\_

Chapter Number \_\_\_\_\_

Chapter President \_\_\_\_\_

Chapter Treasurer \_\_\_\_\_

Chapter Treasurer Signature

\_\_\_\_\_

Date Signed \_\_\_\_\_