

From: Rodney Rowe <rodneyrowe@email.nea.org>
Sent: Thursday, January 6, 2022 5:25 PM
To: Cooke, Sarah [MN]
Subject: January 2022 Treasurer and Membership newsletter

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Treasurer and Membership

Newsletter Notes



THE VOICE FOR PROFESSIONAL
EDUCATORS AND STUDENTS

2022 New Year greetings to everyone!

I hope your New Year is off to a good start and that as we move through this year, we can make progress on getting things back to a much more normal structure. 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. With the start of the New Year, it 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 make sure that you have requested and ordered 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, 2021 – Dec. 31, 2021.

We are all looking forward to seeing many of you on the monthly call this coming Monday, Jan. 10 at 4 p.m. The topics for this month's call are:

Membership: Overview of the new EdMN website

Treasurer: Audits/IRS Forms 1099-NEC and 990's

As we move into this year, we want to get more of our locals set up to receive payments from Education Minnesota by ACH. This will allow for an easier process to get any money that is being sent to the local from Education Minnesota into the local's bank account in a much timelier way. The local will receive an email each time that funds are being deposited so that the local knows to be watching for the deposit to post, this usually will occur the next day after you receive the email notification. This process will expedite how quickly a local would have access to the funds as well as eliminating a check getting lost in the mail or misplaced and then not getting deposited in a timely manner. If you are interested in getting your local

set up to receive ACH payments, please [complete the ACH payments request form](#) and send it back to accountspayable@edmn.org.

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

2022 standard mileage rates: Beginning on Jan. 1, the standard mileage rates for the use of a car, van, pickup or panel truck will be 58.5 cents per mile driven for business use. The rate is up 2.5 cents from 56 cents per mile in 2021. Learn more about the [2022 mileage rates](#).

Form 990-EZ or 990: The annual return is due Jan. 15 for affiliates whose fiscal year ends Aug. 31. If you are unable to meet the filing deadline and to avoid penalties, electronically file [Form 8868](#) prior to Jan. 15 to request a six-month automatic extension of time.

Form 990-N (e-Postcard): The [Form 990-N electronic-filing system](#) service is currently unavailable due to planned system maintenance.

Form 1099-NEC and 1096: 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.

Submit Copy A of Form(s) 1099-NEC issued, along with Form 1096 to the IRS by Jan 31. 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 of reasons include:

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

Treasurer's Handbook

We are in the process of updating the Local Treasurer's Handbook. If you have suggestions or ideas on how we can improve the handbook, please contact [Rose](#).

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 local membership contact, president and treasurer's role email is associated with their individual account.
- 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.

Upcoming Dates

March 25: 55% of dues obligation is due in order for local delegates to be seated at the Representative Convention

April 22-23: 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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