

# DETACHMENT PAYMASTER COURSE





# COURSE OUTLINE

## THIS Course will Cover

- Job Description, Duties, Responsibilities, Skills and Qualifications for the Detachment Paymaster
- Membership Processes including New Members, Transfers, NODs
- Membership Transmittal Form(s)
- Member Database Overview
- Rosters & Roster Maintenance
- PLM Audits
- Filing 990 Tax Returns
- Final Recommendations



# MARINE CORPS LEAGUE POSITION DESCRIPTION

## DETACHMENT PAYMASTER

(Elected or Appointed Annually)

### Position Overview

The Detachment Paymaster is a required position within the Marine Corps League. The easiest and closest label description of the position is that of CFO – or Treasurer – much like one would find in any for-profit company. The Paymaster receives all monies, pays all bills, manages all bank accounts and investments (if exist), submits membership transactions and PLM audits to National, files IRS 990 returns, prepares/submits financial reports and maintains all financial records. Paymaster and Commandant are insured under the National organization's bond (see N-APs Section 6035.)



# MARINE CORPS LEAGUE POSITION DESCRIPTION

## DETACHMENT PAYMASTER

### Principal Duties and Responsibilities

- Receives all monies paid to the Detachment and pays all bills and/or issues checks for all contributions paid by the Detachment.
- Prepares and submits all membership Transmittals.
- Prepares and submits the annual PLM Audit.
- Prepares and submits the annual IRS 990 filing.
- Prepares and maintains all financial records and issues reports based on the Detachment's financial records.
- (New) Maintains membership records in the Portal and is the Detachment's POC (point-of-contact) to National for maintenance of the Detachment Roster data in the membership database.



# MARINE CORPS LEAGUE

## POSITION DESCRIPTION

### DETACHMENT PAYMASTER

#### Desired Skills and Experience

- Associates can serve if Paymaster is an appointed position
- Good communication skills both verbal and written
- Able to organize and present information clearly and concisely
- Good understanding of modern banking processes
- Good computer skills including web transactions and spreadsheets
- Knowledge of basic accounting practices and software helpful
- Must have access to a computer and printer and have/use email
- Social media experience very helpful but not mandatory
- Able to focus on issues to fix problems and not assign blame



# MARINE CORPS LEAGUE POSITION DESCRIPTION

## DETACHMENT PAYMASTER

### Additional Comments

- Detachment Paymasters tend to stay in their positions for a long time (many years) simply because of the type of job that it is. Some members don't have the skills or interest or just see it as too hard. This typically leads to one or a combination of several situations:
  - Detachments are stuck when the Paymaster leaves or passes
  - Paymasters are stuck and become entrenched
  - Detachment Officers get complacent and stop auditing or checking on the accounts. When this is the case, money can "disappear" overnight and result in all manner of problems
- The only real way to prevent any of these is transparency and diligence in not taking the Paymaster or the job for granted



# MARINE CORPS LEAGUE POSITION DESCRIPTION

## DETACHMENT PAYMASTER

### Additional Comments (Continued)

- Commandants and Paymaster are both covered automatically by the bond carried by National HQ because they are the two officers charged with handling money.
- If the Jr. Vice (or the fund-raising chair) or other officers are to handle funds, they can be covered by the bond if they are appointed by the Det. Commandant to this responsibility and if their appointment is communicated **in writing** to National HQ.
- The bond carried by National HQ insures the Detachment against criminal acts committed by the officers covered. It does not cover social media fraud and is not a commercial general liability policy.



# MEMBERSHIP PROCESSES

## THE PAYMASTER WILL PROCESS...

- New Member Applications
- Member Transfers
- Member Renewals
- Member Reinstatements
- Members Changes of Name and/or Address
- Life Memberships
- PLM Audits (Annually)
- Rosters received, reviewed and distributed w/in the Detachment

Except for Roster maintenance and PLM Audits, all these processes require the use of the Transmittal form.





# APPLICATIONS

## GENERAL COMMENTS

### Membership Applications

- Application Forms are available in the Member Library. Check the Library periodically – the forms do change occasionally to make sure the most current form is used. (Changed in 2021!)
- Make up your own version of the official application by incorporating information about your Detachment, your dues, benefits of membership, etc., into the application.
- The form needs to be completed. Especially the type of membership, verification of service, felony question, the oath and it must be signed by the applicant and the recruiter.



Marine Corps League  
Application for Membership

Full Name CHARLES R. ZILTZ Phone (717) 469 - 4866  
Street Address 8040 Kiwanis Road City Grantville State PA Zip 17112-2456  
Date of Birth 10/21/55 E-Mail Address crz-marine@gmail.com  
Date of Enlistment/Commissioning 4/25/75 Date of Discharge/Retirement/Separation 4/24/81  
Type of Application - New  Renewal  Membership Type---Regular  Associate  Dual

Have you ever been convicted of a felony? YES  NO  If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the Marine Corps League.

I hereby apply for membership in the Keystone HQ #998 Detachment, Marine Corps League and enclose \$ 35.00 for one year's membership \*

I hereby apply for membership in the Marine Corps League as a Member-at-Large (MAL) and enclose \$30 for one year's membership \*

\*Includes free subscription to "Semper Fi", *The Magazine of the Marine Corps League*

I hereby certify that I am currently serving or have served honorably in the United States Marine Corps, "ON ACTIVE DUTY," for not less than ninety (90) days and earned the Eagle, Globe and Anchor;\* or have served or am currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; or that I have served or am currently serving as a U.S. Navy FMF Sailor who has earned the FMF Device or FMF Ribbon. If discharged, I am in receipt of a DD Form 214 or a Certificate of Discharge indicating "Honorable Service". ("Honorable Service" will be defined by the last DD Form 214 or Certificate of Discharge that the applicant received). *General Discharge under Honorable Conditions is acceptable.* By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I understand the DD Form 214 may contain information such as military awards, training, and character of service.

# APPLICATION FOR MEMBERSHIP

This is an example of the front side of the current Application for Membership, filled out to show what must be completed.

The next three slides are enlargements of this form.

*Joseph A. Jones*

(Sponsor where applicable)

*Charles R. Ziltz*

Applicant's Signature (see reverse side)



# APPLICATIONS

## Marine Corps League Application for Membership



Full Name CHARLES R. ZILTZ Phone (717) 469 - 4866  
Street Address 8040 Kiwanis Road City Grantville State PA Zip 17112-2456  
Date of Birth 10/21/55 E-Mail Address crz-marine@gmail.com  
Date of Enlistment/Commissioning 4/25/75 Date of Discharge/Retirement/Separation 4/24/81

Type of Application - New (X) Renewal ( ) Membership Type---Regular (X) Associate ( ) Dual ( )

Have you ever been convicted of a felony? YES  NO  If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the Marine Corps League.

(X) I hereby apply for membership in the Keystone HQ #998 Detachment, Marine Corps League and enclose \$ 35.00 for one year's membership \*

( ) I hereby apply for membership in the Marine Corps League as a Member-at-Large (MAL) and enclose \$30 for one year's membership \*

\*Includes free subscription to "Semper Fi", The Magazine of the Marine Corps League)



# APPLICATIONS

I hereby certify that I am currently serving or have served honorably in the United States Marine Corps, **“ON ACTIVE DUTY,”** for not less than ninety (90) days and earned the Eagle, Globe and Anchor;\* or have served or am currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; or that I have served or am currently serving as a U.S. Navy FMF Sailor who has earned the FMF Device or FMF Ribbon. If discharged, I am in receipt of a DD Form 214 or a Certificate of Discharge indicating “Honorable Service”. (“Honorable Service” will be defined by the last DD Form 214 or Certificate of Discharge that the applicant received). *General Discharge under Honorable Conditions is acceptable.* By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I understand the DD Form 214 may contain information such as military awards, training, and character of service.

*Joseph A. Jones*

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(Sponsor where applicable)

*Charles R. Ziltz*

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Applicant’s Signature (see reverse side)

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# APPLICATIONS

## OATH OF MEMBERSHIP – REGULAR/ASSOCIATE MEMBERS

"I, Charles Ziltz, In the Presence of Almighty God, do solemnly swear, that I will uphold and defend the Constitution and Laws of the United States of America and the Bylaws and Administrative Procedures of the Marine Corps League. That I take this obligation willingly and in good faith and that I will follow the directions and guidance of elected and appointed officers of the League. That I will participate and support the missions and activities of the Marine Corps League, and that I promise to govern my conduct in such a manner that I will never bring discredit upon myself, Members of the League, or the Marine Corps League, so help me God.

*Joseph A. Jones*

Sponsor (Where Applicable)

*Charles R. Ziltz*

Applicant's Signature

***Please print and complete this form. Upon completion, please send this form with check, money order or credit card information in the amount of \$30 (If Member At Large Applicant) or appropriate fee as defined by your Detachment Paymaster, as well as all necessary documentation from the bottom of this form to your desired Detachment Paymaster. If you are applying as a Member-At-Large be send all information to the address below:***



# APPLICATIONS

## ADDITIONAL COMMENTS

### Membership

- Detachments are the judge of their new members and if they are qualified to be members. The onus of checking a DD214 or any other documents (discharges) is on the Detachments.
- Detachments should vote on new members and swear them in.
- Instant disqualifying conditions.
  - Previous expulsion from the Marine Corps League
  - Convicted of any crime (not just a Felony) in which the victim of the crime was a child
  - Current incarceration or supervised probation for a felony or misdemeanor conviction of any crime



# TRANSFERS

## GENERAL COMMENTS

### Request for Transfer

- Transfer Forms are available in the Member Library. The Transfer Form is also a fillable PDF. Check the Library periodically – the forms do change occasionally. Use the most current form.
- Membership is always with a specific Detachment. Transfer is the process of moving membership between two Detachments.
- Members must be in “Good Standing” to transfer. Good standing means that they are current in their dues with the Detachment they are leaving and that they owe no money, including dues.
- Transfer requires both the old and new Detachment Commandants’ signatures. Transfer is not automatic - the new Detachment should vote to accept the transferee.



# TRANSFERS

## GENERAL COMMENTS (CONT)

### Request for Transfer

- Dual Members (members who belong to more than one Detachment) have voting rights only in one Detachment.
- Voting rights can be transferred by the member at any time. To do this, sections 1 and 4 are completed by the member and submitted.
- It is recommended, but not required, that members joining additional Detachments as dual members complete and submit a transfer form (sections 1 and 4) specifying which Detachment they desire to have voting rights. Not being clear about voting rights can lead to unexpected surprises when registering for the National or a Department Convention.





# Marine Corps League

## Request for Transfer

Profile ID: 357951

**Section 1** (To be completed by the transferring member.)

JOSEPH A JONES \_\_\_\_\_ Member # 152479

PLM # 84721 \_\_\_\_\_  
(If Applicable) (Member Name)

Address 123 EAST REGENT ROAD \_\_\_\_\_ City PITTSBURGH

State PENNSYLVANIA \_\_\_\_\_ Zip 56789-9753 \_\_\_\_\_ Phone 240-256-9874

Email Address bubba-jones24@yahoo.com \_\_\_\_\_  
(Write None if you don't use email.)

I hereby request that my membership as a  Regular \_\_\_\_\_ Dual \_\_\_\_\_ Associate \_\_\_\_\_ Member at Large  
be transferred to KEYSTONE HQ DETACHMENT #998  
(Detachment name and number.)

from WESTMORELAND COUNTY MARINES DETACHMENT #1416  
(Detachment name and number, member at large leave blank.)

Signature Joseph A Jones \_\_\_\_\_ Date 10/5/2022

**Section 2** (To be completed by the losing detachment's commandant, does not apply to a Member at Large.)

The above member is in  good standing or is \_\_\_\_\_ delinquent.

Membership expiration date is N/A LIFE MEMBER \_\_\_\_\_

The member \_\_\_\_\_ is or  is not indebted to this detachment. (If indebted explain on reverse side.)

Transfer of this member is  approved or \_\_\_\_\_ disapproved.

Signature Tony Smith, Commandant \_\_\_\_\_ Date 11/12/2022

Detachment WESTMORELAND COUNTY MARINES DET#1416

**Section 3** (To be completed by gaining detachment's commandant.)

I have reviewed the foregoing information and hereby  approve or \_\_\_\_\_ disapprove the transfer of this member.

Signature David Copperfield, Commandant \_\_\_\_\_ Date 12/15/2022

Detachment KEYSTONE HQ DETACHMENT #998

**Section 4** (For Dual Members only.)

I certify that I am a Dual Member and I hereby request that my voting rights for Department and National Conventions be transferred to \_\_\_\_\_,  
(Detachment name and number.)

Department of \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:**

1) Complete section 1 & 4 (if applicable) of the form the form and forward to current Detachment Commandant. Detachment Commandant signs and forwards to gaining Detachment Commandant. Gaining Detachment forwards to Department with Dues Transmittal Form. Department forwards Transfer and Transmittal Forms to National Headquarters.

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# MEMBER TRANSFERS

This is an example of the current Request for Transfer form, filled out to show what must be completed for a Detachment-to-Detachment transfer of a life member.

The next three slides are enlargements of this form.



# TRANSFERS

## Marine Corps League

### Request for Transfer

Profile ID: 357951

**Section 1** (To be completed by the transferring member.)

JOSEPH A JONES

Member # 152479

PLM # 84721

(Member Name)

(If Applicable)

Address 123 EAST REGENT ROAD

City PITTSBURGH

State PENNSYLVANIA

Zip 56789-9753

Phone 240-256-9874

Email Address bubba-jones24@yahoo.com

(Write None if you don't use email.)

I hereby request that my membership as a  Regular  Dual  Associate  Member at Large

be transferred to KEYSTONE HQ DETACHMENT #998

(Detachment name and number.)

from WESTMORELAND COUNTY MARINES DETACHMENT #1416

(Detachment name and number, member at large leave blank.)

Signature *Joseph A Jones*

Date 10/5/2022



# TRANSFERS

**Section 2** (To be completed by the losing detachment's commandant, does not apply to a Member at Large.)

The above member is in  good standing or is \_\_\_ delinquent.

Membership expiration date is N/A LIFE MEMBER.

The member \_\_\_ is or  is not indebted to this detachment. (If indebted explain on reverse side.)

Transfer of this member is  approved or \_\_\_ disapproved.

Signature Tony Smith, Commandant Date 11/12/2022

Detachm WESTMORELAND COUNTY DET # 1416

**Section 3** (To be completed by gaining detachment's commandant.)

I have reviewed the foregoing information and hereby  approve or \_\_\_ disapprove the transfer of this member.

Signature David Copperfield, Commandant Date 12/15/2022

Detachment KEYSTONE HQ DETACHMENT #998



# TRANSFERS

This is Section 4 of the Request for Transfer. It is only used if a current Dual Member is moving their voting rights between Detachments that they already are members of.

## **Section 4** *(For Dual Members only.)*

I certify that I am a Dual Member and I hereby request that my voting rights for Department and National Conventions be transferred to \_\_\_\_\_ ,  
*(Detachment name and number.)*  
Department of \_\_\_\_\_ .

Signature \_\_\_\_\_ Date \_\_\_\_\_

### *Instructions:*

*1) Complete section 1 & 4 (if applicable) of the form the form and forward to current Detachment Commandant. Detachment Commandant signs and forwards to gaining Detachment Commandant. Gaining Detachment forwards to Department with Dues Transmittal Form. Department forwards Transfer and Transmittal Forms to National Headquarters.*

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# TRANSMITTALS

## GENERAL COMMENTS

### Transmittal Forms

- Transmittal Forms are fillable PDFs and are available in the Member Library. Check the Library periodically – the forms change many times per year and without any warning.
- Use a computer to complete the form, do not complete by hand
- Print two (2) copies of the form to send in. Also, print any copies that are needed for the Detachment records or officers.
- Sign the form and include an email address that is actually used by the Paymaster. It is easier to make minor corrections by email than to send the entire package back.
- Do not use staples. Ever.



# TRANSMITTALS

## GENERAL COMMENTS (CONT)

### Transmittal Forms

- The Transmittal form is used for ALL membership transactions.  
Including:
  - New Members (N, NAM, NDM)
  - Transfers (T)
  - Renewals (R, RAM, RDM)
  - Reinstatements (R/I)
  - Life Memberships (L)
  - Change of Address (COA)
  - Change of Name (CON)
  - Submitting NODs for PLM list updates (NOD)
  - Deletion over 2 years (D)
  - Gold Card Replaced (CARDG)
  - Plastic Card Replaced (CARDP)



# TRANSMITTALS

## TRANSMITTAL TYPES & CODES

- Transmittal Codes are on Page 1
- Transmittal FORM is on Page 2 (Short Form)
- A Long Form Transmittal is available also. The Long Form has 20 pages total and can be used to submit 51 transactions with one Transmittal
- Spreadsheets are also acceptable but must include all the information included on a Transmittal Form and must have a Short Form Transmittal as a cover sheet.



## MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL CODES

# TRANSMITTALS

## SHORT FORM 2021 VERSION

## PAGE 1 (CODES PAGE)

### FULL NEW MEMBER DUES

N(NEW): New Member Paying Full Dues Between the July 1st and the last day of February

NAM (NEW ASSOCIATE): New Associate Member Paying Full Dues Between the July 1st and the last day of February

R(RENEWAL): Renewal of a Regular member

RAM (RENEWAL ASSOCIATE): Renewal of an Associate Member

RDM (RENEWAL DUAL MEMBER): Renewal of a Dual Member

NDM (NEW DUAL MEMBER): New Dual Member Paying Full Dues Between the July 1st and the last day of February

### REDUCED NEW MEMBER DUES

N\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Member Paying Reduced Dues Between the March 1st and the June 30th.

NAM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Associate Member Paying Reduced Dues Between the March 1st and June 30th.

NDM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Dual Member Paying Reduced Dues Between the March 1st and June 30th.

L: Life Member

T: Transfer proper form filled out and signed must accompany the transmittal.

COAN: Change of address fill in new address.

COAO: Change of address fill in address before change.

R/I: Reinstatement of a member. Must have been expired by at least one year.

DEL: Delete This can only be done with members who are passed the two years drop point or with accompanying letter stating to terminate membership signed by the member.

NOD: Notice of Death entered on a transmittal / complete all boxes including Date of Death. A copy of the Notice of Death form must be attached. Note, IF using NOD code fill in DATE BIRTH / DEATH actual date of death. This does not change the process the Chaplains presently use. It is meant to supplement.

CON: Change of name.

CARDG: Replacement of a Gold Life Member Card. \$20.00 per

CARDP: Replacement of the Plastic Membership Card. \$10.00 per

\*\* :If you have no updates to a members contact information(Address/Phone/Email) You can check this box and leave those boxes empty.

PROFILE ID  
IS THE MOST  
IMPORTANT  
NUMBER

PROFILE ID = Unique number / identifier assigned to a specific MCL Member in the membership database

Can be found on you Detachment copy of roster sent to you by the Department Paymaster.

**DO NOT INCLUDE THIS SHEET WHEN  
SUBMITTING A TRANSMITTAL FORM.**





# TRANSMITTALS

## MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL CODES

**N(NEW): New Member Paying Full Dues Between the July 1st and the last day of February**

**NAM (NEW ASSOCIATE): New Associate Member Paying Full Dues Between the July 1st and the last day of February**

**R(RENEWAL): Renewal of a Regular member**

**RAM (RENEWAL ASSOCIATE): Renewal of an Associate Member**

**RDM (RENEWAL DUAL MEMBER): Renewal of a Dual Member**

**NDM (NEW DUAL MEMBER): New Dual Member Paying Full Dues Between the July 1st and the last day of February**

**N\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Member Paying Reduced Dues Between the March 1st and the June 30th.**

**NAM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Associate Member Paying Reduced Dues Between the March 1st and June 30th.**

**NDM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Dual Member Paying Reduced Dues Between the March 1st and June 30th.**

**FULL  
NEW  
MEMBER  
DUES**

**REDUCED  
NEW  
MEMBER  
DUES**



# TRANSMITTALS

**L: Life Member**

**T: Transfer proper form filled out and signed must accompany the transmittal.**

**COAN: Change of address fill in new address.**

**COAO: Change of address fill in address before change.**

**R/I: Reinstatement of a member. Must have been expired by at least one year.**

**DEL: Delete This can only be done with members who are passed the two years drop point or with accompanying letter stating to terminate membership signed by the member.**

**NOD: Notice of Death entered on a transmittal / complete all boxes including Date of Death. A copy of the Notice of Death form must be attached. Note, IF using NOD code fill in DATE BIRTH / DEATH actual date of death. This does not change the process the Chaplains presently use. It is meant to supplement.**

**CON: Change of name.**



# TRANSMITTALS

CARDG: Replacement of a Gold Life Member Card. \$20.00 per

CARDP: Replacement of the Plastic Membership Card. \$10.00 per

\*\* :If you have no updates to a members contact information(Address/Phone/Email) You can check this box and leave those boxes empty.

PROFILE ID  
IS THE MOST  
IMPORTANT  
NUMBER

PROFILE ID = Unique number / identifier assigned to a specific MCL Member in the membership database

Can be found on you Detachment copy of roster sent to you by the Department Paymaster.

**DO NOT INCLUDE THIS SHEET WHEN  
SUBMITTING A TRANSMITTAL FORM.**



# MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM:DETACHMENT: KEYSTONE HEADQUARTERS DETACHMENT # 998

TO: **National Adjutant/ Paymaster, P.O. Box 1990, Stafford VA 22555-1990**  
 VIA: **Department Paymaster** *PLEASE READ CAREFULLY* Date: 01/22/2023

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
  2. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department
  3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
  4. STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
  5. You may use a supplemental spreadsheet if you have more than six members renewing at one time. Please include all information needed from this form.
- Transmittal # 2023 - 01  
*(Start new sequence on July 1 each fiscal year)*

# TRANSMITTALS

## SHORT FORM

## 2021 VERSION

# PAGE 2

# (FORM PAGE)

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
152479	T		JONES	JOSEPH	A	N/A
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
84721			123 EAST REGENT ROAD		PITTSBURGH	PA 56789-9753
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
357951	bubba-jones24@yahoo.com			(240) 256-9874		
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
	N		ZILTZ	CHARLES	R	1
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
			8040 KIWANIS ROAD		GRANTVILLE	PA 17112-2456
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
	crz-marine@gmail.com			(717) 469-4866	10/21/1955	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
147857	R		ANDERSON	CHRISTOPHER	C	2
PLM #	<input checked="" type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
765432						
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
058654	NOD		JOHNSON	BRUSE		N/A
PLM #	<input checked="" type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
004658						
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
3711234					04/13/2020	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
X147876	COAO		COOPER	KATHERINE	P	0
PLM #	<input checked="" type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
765443						
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc)	FIRST	MI	# of Years Paying
X147876	COAN		COOPER	KATHERINE	P	0
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)		CITY	ST ZIP + 4
			21 SMITH STREET		YORK	PA 17044
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
765443						

**DEPARTMENT DUES APPLY**

NATIONAL DUES ONLY	Check #	1236
R <u>1</u> Renewal \$20.00	\$	20.00
N <u>1</u> New Member \$25.00		25.00
RAM ___Renewal Associate \$20.00		0.00
NAM ___New Associate \$25.00		0.00
RDM ___Renewal Dual \$20.00		0.00
NDM ___New Dual \$25.00		0.00
N* ___ March 1st-June 30th \$15.00		0.00
NAM* ___ March 1st-June 30th \$15.00		0.00
NDM* ___ March 1st-June 30th \$15.00		0.00

**Life Member by age:**

L ___35 and under \$500	0.00
L ___36 to 50 \$400	0.00
L ___51 to 64 \$300	0.00
L ___65 and over \$200	0.00

**National Dues \$ 45.00**

*Shaded area are for National HQ use only.*

<b>Department Dues</b>	DETACHMENT PAYMASTERS NAME/SIGNATURE
Check # <u>1237</u>	THOMAS SMITH
Total \$ <b>ENTER AMOUNT</b>	TRANSMITTAL RETURN EMAIL
Received at Department	tsmithusmc@gmail.com
Date: _____	ADDRESS
	123 PEACH STREET
	CITY ST ZIP + 4
	HUMMELSTOWN, PA 17053
Received at National HQ (Date/Time Stamp)	DEPARTMENT PAYMASTERS NAME
	ROBERT ZILTZ
	EMAIL PHONE NUMBER
	marine1975@comcast.net 717-215-0520

T= Transfer  
R/I=Reinstate

FILL OUT ALL FIELDS AND SEND TO DEPARTMENT PAYMASTER w/ FEES  
DEPARTMENT PAYMASTER FORWARD TO HEADQUARTERS

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All other use is prohibited.

*\*For members who join between March 1st and June 30th of each year.*



# TRANSMITTALS

## MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: DETACHMENT: KEYSTONE HEADQUARTERS DETACHMENT # 998

TO: National Adjutant/ Paymaster, P.O. Box 1990, Stafford VA 22555-1990

VIA: Department Paymaster *PLEASE READ CAREFULLY*

Date: 01/22/2023

Transmittal # 2023 - 01

*(Start new sequence on July 1 each fiscal year)*

- PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
- Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department
- Include Date of Birth for all NEW applicants (mandatory for PLMs).
- STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
- You may use a supplemental spreadsheet if you have more than six members renewing at one time. Please include all information needed from this form.

MEMBER # 152479	CODE(S) T	HQ USE ONLY	LAST NAME (JR, etc.) JONES	FIRST JOSEPH	MI A	# of Years Paying N/A
PLM # 84721	<input type="checkbox"/> ** STREET ADDRESS (or PO BOX #) 123 EAST REGENT ROAD		CITY PITTSBURGH	ST PA	ZIP + 4 56789-9753	Prior Expiration
PROFILE ID # 357951	E-MAIL ADDRESS bubba-jones24@yahoo.com		TELEPHONE NUMBER (240) 256-9874	DATE BIRTH / DEATH		
MEMBER #	CODE(S) N	HQ USE ONLY	LAST NAME (JR, etc.) ZILTZ	FIRST CHARLES	MI R	# of Years Paying 1
PLM #	<input type="checkbox"/> ** STREET ADDRESS (or PO BOX #) 8040 KIWANIS ROAD		CITY GRANTVILLE	ST PA	ZIP + 4 17112-2456	Prior Expiration
PROFILE ID #	E-MAIL ADDRESS crz-marine@gmail.com		TELEPHONE NUMBER (717) 469-4866	DATE BIRTH / DEATH 10/21/1955		



# TRANSMITTALS

MEMBER # 147857	CODE(S) R	HQ USE ONLY	LAST NAME (JR,etc.) ANDERSON	FIRST CHRISTOPHER	MI C	# of Years Paying 2
PLM #	<input checked="" type="checkbox"/> **	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
PROFILE ID # 765432	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
MEMBER # 058654	CODE(S) NOD	HQ USE ONLY	LAST NAME (JR,etc.) JOHNSON	FIRST BRUSE	MI	# of Years Paying N/A
PLM # 004658	<input checked="" type="checkbox"/> **	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
PROFILE ID # 3711234	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH 04/13/2020	
MEMBER # X147876	CODE(S) COAO	HQ USE ONLY	LAST NAME (JR,etc.) COOPER	FIRST KATHERINE	MI P	# of Years Paying 0
PLM #	<input checked="" type="checkbox"/> **	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
PROFILE ID # 765443	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	
MEMBER # X147876	CODE(S) COAN	HQ USE ONLY	LAST NAME (JR,etc.) COOPER	FIRST KATHERINE	MI P	# of Years Paying 0
PLM #	<input type="checkbox"/> **	STREET ADDRESS (or PO BOX #) 21 SMITH STREET		CITY YORK	ST PA	ZIP + 4 17044
PROFILE ID # 765443	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH	

DETACHMENT PAYMASTERS NAME/SIGNATURE



# TRANSMITTALS

**DEPARTMENT DUES APPLY**

**NATIONAL DUES ONLY** | Check # 1236

R	1	Renewal \$20.00	\$	20.00
N	1	New Member \$25.00		25.00
RAM		Renewal Associate \$20.00		0.00
NAM		New Associate \$25.00		0.00
RDM		Renewal Dual \$20.00		0.00
NDM		New Dual \$25.00		0.00
N*		March 1st-June 30th \$15.00		0.00
NAM*		March 1st-June 30th \$15.00		0.00
NDM*		March 1st-June 30th \$15.00		0.00

**Life Member by age:**

L		35 and under \$500		0.00
L		36 to 50 \$400		0.00
L		51 to 64 \$300		0.00
L		65 and over \$200		0.00

**National Dues \$ 45.00**

*Shaded area are for National HQ use only.*

**Department Dues**

Check # 1237

Total \$ **ENTER AMOUNT**

Received at Department

Date: \_\_\_\_\_

Received at National HQ  
(Date/Time Stamp)

DETACHMENT PAYMASTERS NAME/SIGNATURE

THOMAS SMITH

TRANSMITTAL RETURN EMAIL

tsmithusmc@gmail.com

ADDRESS

123 PEACH STREET

CITY

ST

ZIP + 4

HUMMELSTOWN, PA 17053

DEPARTMENT PAYMASTERS NAME

ROBERT ZILTZ

EMAIL

marine1975@comcast.net

PHONE NUMBER

717-215-0520

T= Transfer  
R/I=Reinstate

FILL OUT ALL FIELDS AND SEND TO DEPARTMENT PAYMASTER w/ FEES  
DEPARTMENT PAYMASTER FORWARD TO HEADQUARTERS

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All other use is prohibited.

\*For members who join between March 1st and June 30th of each year.



# TRANSMITTALS

## FINAL COMMENTS

- Department Dues are NOT calculated.
- Departments need to inform their Detachments what the Department dues are and if there are any differences for new vs renewals. Department dues currently vary widely from Department to Department.
- No Department dues for new life members (L).
- New life member dues MUST be up-to-date when they “go life”. September 1<sup>st</sup> is the cutoff – cannot submit life member dues after 9/1 without current year dues.





# MEMBERSHIP DATABASE

## NATIONAL MEMBER DATABASE...

- Membership Portal accessible from the Member Library at:  
<https://www.mcleaguelibrary.org/member-library/>  
Member Library password is “dd4”.
- Commandants and Paymasters should get access. Commandant may specify a different officer to replace either one or the other.
- Need an email to access Portal. Email is the username. National will assign a password to gain access.
- National has posted a series of training videos and PowerPoints in the Member Library. In particular, see:
  - 101\_Detachment Database Procedures (PowerPoint PDF)
  - Video\_Database\_101\_Membership\_Portal



# MEMBERSHIP DATABASE

## NATIONAL MEMBER DATABASE (CONT)...

- Using the Portal, Detachment Commandants and Paymasters can:
  - View all Detachment Member Profiles
  - Update Member Address, City, State, Zip Code
  - Update Member Phone Numbers.
  - Update Member Email Addresses.Intended to replace COAO/COAN used with Transmittals.
- Department Commandants and Paymasters have a higher-level of access using a program called ATLAS. Department can:
  - Print Rosters at any time.
  - See profiles of any Detachment / Member in the Department
  - Search for profiles of specific Members
  - Run other reports (still in development.)



# DETACHMENT ROSTERS

## ROSTERS - FIRST PAGE

As of: 04/07/2023

Division: NEDIV NORTHEAST DIVISION

Department: PA DEPARTMENT OF PENNSYLVANIA

Detachment: 998 KEYSTONE HEADQUARTERS

Detachment ID: 27110

**UnPaid: 4**

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
28927	JOHN R ATKINSON III	406 SHADETREE BLVD	MARIETA	PA	17547-8506	085169			02/24/2020	N
A 217380	Katherine L Pratt	1780 Barclay Messerly Rd	Leavittsburg	OH	44430-9762	X217380			11/08/2022	N
39516	JOSEPH T SPEECE	1290 ALLENTOWN RD APT 77 E	LANSDALE	PA	19446-4177	097201			12/01/2005	N
39567	RALPH M STOUGHTON JR	64 HOLT ST	PITTSBURGH	PA	15203-2457	214607			03/23/2007	N

A - Denotes Non-Voting Member, M - Denotes Non-voting Multiple Member

Detachment: 998 KEYSTONE HEADQUARTERS

Detachment ID: 27110

**Paid: 151**

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
37878	ANTHONY AMATO	214 ALPINE LAKE RD	HENRYVILLE	PA	18332-9504	108402	40325	07/22/2004	03/02/2003	Y
M 29516	DOLORES ASCENSI	550 JESSUP MILL RD	W DEPTFORD	NJ	08066	088455	32005	03/08/2005	01/10/2006	Y
37353	HENRY F BANASZEK	345 E THOMAS ST	WILKES BARRE	PA	18705-3805	083201	15519	01/27/1997	01/01/1997	Y
37354	MARK BANASZEK	1776 BALD MOUNTAIN RD	WILKES BARRE	PA	18702	131873	53835	05/11/2011	10/01/1995	Y
39520	DAVID F BARTZ	PO BOX 466	DALTON	PA	18414-0466	132015			08/20/2008	Y
39521	STEPHEN L BEEMER	317 TINKWIG DR	HAWLEY	PA	18428	165362	37736	09/03/2003	03/02/2003	Y
37622	ARTHUR K BENNETT	18136 RIDGEMEADOW RD	STEWARTSTOWN	PA	17363	157273	30261			Y
39523	RONALD E BORCHERT	55 SPRUCE SWAMP RD	BEACH LAKE	PA	18405	165363	36608	06/05/2003	03/02/2003	Y
39524	JAMES L BOUCHER	RR 2 BOX 263	SHELOCTA	PA	15774-0263	147596	37143	08/04/2003	03/02/2003	Y
M 37914	DAVID C BRADY	993 MARBROOK LANE	YORK	PA	17404	164944	40691		12/10/2020	Y
M 208194	LARRY E BRAXTON	112 LEYTON WAY	MECHANICSBURG	PA	17055	365446			07/01/2022	Y
37879	JOHN P BROWN III	214 LEE AVE	STROUDSBURG	PA	18360	185781	42560	12/23/2004	05/01/2003	Y
39525	MICHAEL J CALABRESE			PA		189650	41602	11/23/2004	12/01/2003	Y
M 35113	DON CAMPANILE	831 KNORR ST	PHILADELPHIA	PA	19111-0281	130291	32478	07/11/2001	12/03/2009	Y
37355	SIMON W CEPRISH	69 MARKET ST	LAFLIN	PA	18702-7104	065660	8907	06/15/1992	06/01/1992	Y
11117	DONALD M CHAMBERLIN	232 REMINGTON RD	EAST STROUDSBURG	PA	18301	186844	48581	08/01/2007	07/01/2003	Y



## Marine Corps League

Detachment: 998 KEYSTONE HEADQUARTERS

Detachment Profile

	PLM	Paid	Total Paid	Unpaid
<b>Regular</b>	<b>118</b>	<b>10</b>	<b>128</b>	<b>3</b>
<b>Associate</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>1</b>
<b>Multiple</b>	<b>12</b>	<b>3</b>	<b>15</b>	<b>0</b>
<b>Total</b>	<b>135</b>	<b>16</b>	<b>151</b>	<b>4</b>
<b>Voting</b>	<b>128</b>			

### Dues Information

Amount Shown on Dues Notice: \$40.00

Amount Detachment Receives: \$14.00

### Detachment Information

Election Date: 12/06/2022 Incorporation Date: 03/31/2000

Installation Date: 01/20/2023 Incorporation Number: 2933658

EIN: 25-1844438 L/M Interest Audit Date: 12/31/2022

990 Submission Received Date: 07/09/2022 Charter Date: 04/30/1998

EIN Submitted to IRS for Inclusion: 09/07/2016 Charter Location: FORT

Verified on IRS Parent List: True INDIANTOWN GAP,  
PA

### Detachment Contact Information

Name: DIANA HENRY

Email: DIHENRY@COMCAST.NET

Phone:

Fax:

Fax to the Attention of:

### Detachment Meeting and Location Information

Meeting Day:(Monday,Tuesday,etc.) Quarterly - SAT

Meeting Time: 1600

Meeting Place (Building Name): MCLPA HEADQUARTERS BUILDING 3-95

Street Address: PO BOX 6687

City/State/Zip: HARRISBURG, PA 17112-0687

# ROSTERS

# LAST PAGE



# PLM AUDITS

## GENERAL COMMENTS

### PLM (PAID LIFE MEMBER) AUDITS

- MUST be done annually by every Detachment between 1 July and 31 December and submitted not later than 31 December.
- Audits done early or late will result in a Detachment losing its PLM distribution. PLM Audits are required by the National BL.
- PLM distribution is meant to replace, at least in part, annual dues.
- For the 2021-2022 fiscal year, the distribution is \$2.54/PLM.
- The Audit is nothing more than an internal review of the list of life members in your Detachment confirming that the members listed on your Life Roster are in fact living and not deceased.



# PLM AUDITS

## GENERAL COMMENTS (CONT)

### PLM (PAID LIFE MEMBER) AUDITS

- National HQ will provide a special PLM roster in July (usually with the 30 June roster) that must be used for the PLM audit.
- To complete the audit, review the provided PLM roster. Deceased members will have a date listed under the “Taps” column. Check each member listing to confirm they are living. If deceased, list the date under the “Taps” column.
- If a listing for a member is correct, nothing else is needed.
- Any life member not on the list should be added. New life members or transferees, depending on when they became life or transferred in, may not be on the PLM roster.



# PLM AUDITS

## GENERAL COMMENTS (CONT-2)

### PLM (PAID LIFE MEMBER) AUDITS

- “Eligible” means the Detachment will receive the distribution for that member. Eligibility starts at the 2<sup>nd</sup> anniversary of life membership and continues the same after a member passes.
- The Audit is prepared by the Paymaster and signed by both the Paymaster and the Commandant.
- The PLM distribution is generally made in May of each year, and it is made by Electronic Funds Transfer. To receive their distribution, a Detachment must have checking account information on file with National HQ.



# PLM AUDITS

## NATIONAL SUPPLIED AUDIT ROSTER - PAGE 1

7/14/2021

Page 1092 of 1942

**Marine Corps League  
Life Interest Check Edit List for  
Fiscal Year: 2021**

Member #	Profile ID	Name	Life Number	Life Join Date	Eligible	Taps	Member Since
<b>NEDIV NORTHEAST DIVISION</b>							
<b>PA DEPARTMENT OF PENNSYLVANIA</b>							
<b>Detachment: 998 KEYSTONE HEADQUARTERS</b>							
088455	29516	ASCENSI, DOLORES	32005	03/08/2005	Y		01/10/2006
<del>085169</del>	<del>28927</del>	<del>ATKINSON III, JOHN</del>					<del>02/24/2020</del>
<del>X319271</del>	<del>39515</del>	<del>BAILEY, DANIEL</del>					<del>06/13/2007</del>
<del>132015</del>	<del>39520</del>	<del>BARTZ, DAVID</del>					<del>08/20/2008</del>
165362	39521	BEEEMER, STEPHEN	37736	09/03/2003	Y		03/02/2003
142177	39522	BISHOP, LOUIS	37738	09/03/2003	Y		03/02/2003





# PLM AUDITS

## NATIONAL SUPPLIED AUDIT ROSTER - LAST PAGE

7/14/2021

Page 1094 of 1942

**Marine Corps League  
Life Interest Check Edit List for  
Fiscal Year: 2021**

Member #	Profile ID	Name	Life Number	Life Join Date	Eligible	Taps	Member Since
074097	39575	ZITTA, CHAD	34273	05/09/2002	Y		05/01/2002
125191	39576	ZURAD, STEPHEN	35887	03/12/2003	Y		03/02/2003

**ADDITION (ON THE DETACHMENT ROSTER)**

147812	39574	ZILTZ JR, ROBERT	58303	02/10/2014	Y		03/02/2003
--------	-------	------------------	-------	------------	---	--	------------

<b>Total Eligible Life Members for 998 KEYSTONE HEADQUARTERS</b>	<del>58</del>	<b>59</b>
<b>Total Non-Eligible Life Members for 998 KEYSTONE HEADQUARTERS</b>	2	
<b>Total Life Members for 998 KEYSTONE HEADQUARTERS</b>	<del>60</del>	<b>61</b>

**COMMANDANT**

**ROBERT C ZILTZ JR** **10/14/2021**

**PAYMASTER**

**PAUL F HASTINGS**



# IRS 990 RETURNS

## BASIC INFORMATION EVERYONE SHOULD KNOW

- Detachments are 501c(4) tax Exempt Organizations (E-O) under the MCL IRS Group Exemption 0955. N-BLs permit no exceptions.
- All Exempt Organizations **MUST** file an annual IRS 990 return.
- Any E-O that fails to file a 990 for three (3) consecutive years will **AUTOMATICALLY** have its tax E-O status Revoked.
- If a Detachment has its E-O status revoked and continues to operate and raise funds, any monies raised are **TAXABLE**.
- A Detachment that becomes Revoked may lose its Charter – either temporarily or permanently – and will be forced to stop all activities under the guise of the Marine Corps League.
- Departments are responsible for monitoring the exempt status of their Detachments and to take corrective action as appropriate.



# IRS 990 RETURNS

## 990 BASICS

### Due Dates

- Date depends on the end of the fiscal year. Most Detachments use a 1 July-30 June fiscal year. The 990 return is due 4 ½ months after the close of the fiscal year:
- 1 July to 30 June FY – 990 is due 15 November and can be filed starting on July 1, the day after the fiscal year ends.
- 1 January to 31 December – 990 is due 15 May & starts January 1.
- Similarly for other dates.
- Late returns can still be filed – there is no penalty for filing late, only for not filing at all. If the filing is missed when due, file it as soon as it can be done.



# IRS 990 RETURNS

## 990 BASICS

### Types of Returns

- There are 4 types of 990 returns:
  - Form 990 (paper return) analogous to IRS Form 1040
  - Form 990 EZ (paper return) analogous to IRS Form 1040 EZ
  - Form 990 PF (paper return) applies only to private foundations
  - Form 990 N (electronic “postcard”) this is the easiest method
- The choice of form is based on the amount of money raised by the organization filing the return. Most Detachments will file a 990 N.
- The 990 N limits are based on gross revenue from all sources. General guidelines are that if a Detachment has less than \$50,000 in revenue, it can file a 990 N return.



# IRS 990 RETURNS

## 990 BASICS

### Revenue Requirements (From the IRS Website)

- Small E-Os are generally eligible to file Form 990-N if their annual gross receipts are normally \$50,000 or less.
- Gross receipts are the total amounts the organization received from all sources without subtracting any costs or expenses.
- Gross receipts are normally \$50,000 or less if:
  - Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which calculations are being made).
- For more information, see the IRS website.



# IRS 990 RETURNS

## FILING A 990-N RETURN

### Filing a 990 N

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

- Create a user account (see above site)
- Need your Detachments EIN and Fiscal Year.
- Login after the close of your Fiscal Year.
- Follow the screens and file your 990 N. Takes less than 15 minutes.
- **AFTER THE RETURN IS ACCEPTED**, print a copy of the acceptance and mail it to National HQ thru the Dept. Paymaster.
- National must track and update the Detachments operation under Group 0955 and uses the information to validate the Group list.



# IRS 990 RETURNS

Using the link to the 990N info page on the IRS website, scroll down to...

---

## Submitting Form 990-N (e-Postcard)

### [Are you eligible to submit Form 990-N \(e-Postcard\)?](#)

1. [Register](#) for your account
2. Review the [submission guidance](#)
3. Gather the [information needed](#)

**[Submit Form 990-N \(e-Postcard\)](#)**

---

## How to Register and Submit Form 990-N

Review the [IRS Form 990-N Electronic Filing System \(e-Postcard\) User Guide](#) 

---



# IRS 990 RETURNS

## Sign In or Create a New Account

IRS now offers sign-in options with Login.gov and ID.me. Both offer access to IRS online services with a secure account that protects your privacy.

Login.gov is an account created, maintained, and secured by the U.S. government. ID.me is an account created, maintained, and secured by a technology provider. Currently, Login.gov can only be used to access IRS Form 990-N (e-Postcard) and Qualified Intermediary Application and Account Management System (QAAMS).

If you have an existing IRS username, please create an account with Login.gov or ID.me as soon as possible.

### Sign in with an existing account

Sign in with  LOGIN.GOV

Sign in with  ID.me

Sign in with an existing IRS username

OR

### Create a new account

Create an account  LOGIN.GOV

 Create an account

The IRS990 System Login changed at the end of 2022. Users now have the option of how they login to the system – either LOGIN.GOV or ID.me. Either will work, however, users have no choice as the old login only works a limited number of times and forces the user to switch over to a login under one of these two new choices.





# IRS 990 RETURNS

Shown is the login screen for ID.me. This system uses a two-step identification when logging in.

After logging in, the user is taken to the same screen as with the old login system and chooses between managing their profile or managing previous 990 submissions.

Sign in to ID.me

New to ID.me?  
[Create an ID.me account](#)

Email  
marine1975@comcast.net

Password  
.....

Remember me  
For your security, select only on your devices.

Sign in

[Forgot password](#)



# IRS 990 RETURNS

Electronically file your Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

## e-Postcard Profile

Before you can create a Form 990-N (e-Postcard), you must create your e-Postcard Profile. Your e-Postcard Profile allows you to:

1. Designate your e-Postcard Profile as either a "Preparer" or "Exempt Organization"
2. Add EINs to your e-Postcard Profile
3. Remove EINs from your e-Postcard Profile

[More information](#) on who must file a Form 990-N.

Once created, you can update your e-Postcard profile at any time. Click the button below to get started.

MANAGE E-POSTCARD PROFILE >

## Manage Form 990-N Submissions

Once your e-Postcard Profile is created, you can use the Manage Form 990-N Submissions page to:

1. Create a Form 990-N
2. View the status of your existing Form 990-N submission(s)
3. Edit an in-progress Form 990-N
4. Delete an in-progress Form 990-N

Click on the button below to get started.

**There are 2 paths to create a new 990-N. Click on either "MANAGE PROFILE" or "MANAGE SUBMISSIONS"**

MANAGE FORM 990-N SUBMISSIONS >

Application Version Number: 1.2.0

Version Build Date: 2023-02-02 23:32

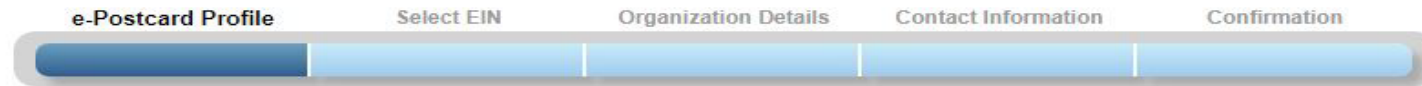


# IRS 990 RETURNS

Clicking on "MANAGE PROFILE" brings up this page.

## e-Postcard Profile

[Home](#) | [Security Profile](#) | [Logout](#)



You are logged in as:  | [Edit user type](#)

EIN

Make sure that the EIN you are creating a new 990-N for appears in the list below.

If not, enter it in the fields to the left and click "ADD EIN." Then click on "CREATE NEW FILING."

### Currently Associated EIN(s)

EIN	Organization Name	Date Added	Delete
26-2924669	MARINE CORPS LEAGUE	09/15/2022	<input type="checkbox"/>
25-1844438	MARINE CORPS LEAGUE	09/15/2022	<input type="checkbox"/>
35-2346309	MARINE CORPS LEAGUE	09/15/2022	<input type="checkbox"/>
25-1847554	MARINE CORPS LEAGUE LAUREL HIGHLANDS	09/15/2022	<input type="checkbox"/>
23-3064544	MARINE CORPS LEAGUE	11/30/2022	<input type="checkbox"/>
23-2988517	MARINE CORPS LEAGUE	12/20/2022	<input type="checkbox"/>
25-1840834	MARINE CORPS LEAGUE	03/06/2023	<input type="checkbox"/>

««« Prev Page 1 Next »»»



# IRS 990 RETURNS

Clicking on “MANAGE SUBMISSIONS” brings up this page.



To create a new 990-N and submit it, click on the “CREATE NEW FILING” button at the bottom of the page.

## Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
25-1844438	MARINE CORPS LEAGUE	2019	06-30-2020	07-04-2020	Accepted	<a href="#">10065520201863849892</a>	
26-2304750	MARINE CORPS LEAGUE	2016	06-30-2017	07-20-2017	Accepted	<a href="#">10065520172011330404</a>	
26-2304750	MARINE CORPS LEAGUE	2017	06-30-2018	07-21-2018	Accepted	<a href="#">10065520182022215311</a>	
26-2924669	MARINE CORPS LEAGUE	2019	06-30-2020	07-15-2020	Accepted	<a href="#">10065520201973899109</a>	
35-2346309	MARINE CORPS LEAGUE	2019	12-31-2019	07-23-2020	Accepted	<a href="#">10065520202053923522</a>	

««« Prev Page 2 Next »»»

CREATE NEW FILING >



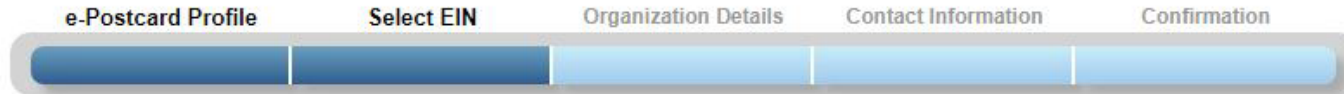
# IRS 990 RETURNS

Clicking on “CREATE NEW FILING” on either the “MANAGE PROFILE” or “MANAGE FORM” pages brings you to this page.

Select the EIN you are filing the 990-N for from the drop-down list. Then hit “CONTINUE.”

Select EIN

[Home](#) | [Security Profile](#) | [Logout](#)



Please select the EIN for which you want to file for

EIN

23-2988517 - MARINE CORPS LEAGUE

< MANAGE E-POSTCARD PROFILE

CONTINUE >



# IRS 990 RETURNS

## Organization Details

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

The actual 990 data that is needed to submit a return is shown on this and the next two slides.

Fill in the blanks and answer the two questions:  
1) Are you going out of business? And  
2) Are your gross receipts normally \$50,000 or less?

### Electronic Notice-Form 990-N (e-Postcard)

#### Organization Information

For the tax year ending

December 31, 2022



Has your organization terminated or gone out of business?

No



Are your gross receipts normally \$50,000 or less?

Yes



Organization's legal name -Line 1

MARINE CORPS LEAGUE



Organization's legal name -Line 2



Employer Identification Number (EIN)

232988517



PREVIOUS

CANCEL FILING

CONTINUE



# IRS 990 RETURNS

## Contact Information

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

These fields are for the Detachments DBA name. This is the Detachment Name.

Remember, all Detachments and Departments are under Group 0955, which means all have the legal name "MARINE CORPS LEAGUE" in the eyes of the IRS.

Also enter your mailing address and additional DBA Names as needed.

### Electronic Notice-Form 990-N (e-Postcard)

### Organization Address and Principal Officer Information

Organization's legal name:

If your organization conducts business using another name (DBA), enter other name:

\* = required field

#### Organization:

DBA Name

DBA Name - continued

[ENTER ADDITIONAL DBA NAMES](#)

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*



# IRS 990 RETURNS

These fields are for contact information for the principal officer of your Detachment. Usually, this is either the Commandant or the Paymaster.

The address can be the same address as entered for the Detachment.

When this page is filled in, click "SUBMIT FILING".

The 990 submission is then complete.

Zip Code\*

Organization's website address, if applicable

**Principal Officer:**

Type of Name\*

Person Name\*

Country\*

Number and Street (or PO Box)\*

City or Town\*

State\*

Zip Code\*

[PREVIOUS](#) [CANCEL FILING](#) [SAVE FILING](#) [SUBMIT FILING](#)





# IRS 990 RETURNS

After submitting a 990, you should return to “MANAGE SUBMISSIONS” page. After 7 or 8 minutes, the status of the submission you just made will change to “Accepted.”

To see and print the acceptance for the new submission, or for any old submission listed, click on the Submission ID. The Submission ID is a hot-link and will bring up the acceptance.

Manage Form 990-N (e-Postcard)

[Home](#) | [Security Profile](#) | [Logout](#)

EIN	Organization Name	Tax Year	End Date	Created On	Status	Submission ID	Action
25-1844438	MARINE CORPS LEAGUE	2019	06-30-2020	07-04-2020	Accepted	<a href="#">10065520201863849892</a>	
26-2304750	MARINE CORPS LEAGUE	2016	06-30-2017	07-20-2017	Accepted	<a href="#">10065520172011330404</a>	
26-2304750	MARINE CORPS LEAGUE	2017	06-30-2018	07-21-2018	Accepted	<a href="#">10065520182022215311</a>	
26-2924669	MARINE CORPS LEAGUE	2019	06-30-2020	07-15-2020	Accepted	<a href="#">10065520201973899109</a>	
35-2346309	MARINE CORPS LEAGUE	2019	12-31-2019	07-23-2020	Accepted	<a href="#">10065520202053923522</a>	

««« Prev Page 2 Next »»»

CREATE NEW FILING >



# IRS 990 RETURNS

Clicking on a Submission ID brings up the Confirmation which will look like the one below.

This is what should be sent into National HQ through the Department Paymaster once the status is “Accepted.”

## Confirmation

[Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile

Select EIN

Organization Details

Contact Information

Confirmation

Your Form 990-N(e-Postcard) has been submitted to the IRS

- **Organization Name:** MARINE CORPS LEAGUE
- **EIN:** 251844438
- **Tax Year:** 2019
- **Tax Year Start Date:** 07-01-2019
- **Tax Year End Date:** 06-30-2020
- **Submission ID:** 10065520201863849892
- **Filing Status Date:** 07-04-2020
- **Filing Status:** Accepted

[← MANAGE FORM 990-N SUBMISSIONS](#)



# FINAL COMMENTS

## A Few Recommendations for Detachment Paymasters...

- Keep Records! Financial records, rosters, PLMs & transmittals all can be useful when trying to solve a problem.
- Use a computer – avoid filling out forms by hand.
- Know and understand the Bylaws and how to apply them.
- Use the Chain-of-Command. The Department Paymaster can help!
- Stay in compliance with 990s and PLMs. It is much easier to stay in Good Standing than it is to correct a revocation.
- Be open and transparent with the members of your Detachment.

# ACKNOWLEDGEMENT



***THIS COURSE OF INSTRUCTION WAS DEVELOPED BY  
THE DEPARTMENT OF PENNSYLVANIA / NORTHEAST DIVISION  
IN 2020 AND HAS BEEN USED IN THE DEPARTMENT OF  
PENNSYLVANIA LEADERSHIP SCHOOL SINCE 2021***

