



Forms Reporting Guide

Use this email for State Deputy for all reports: admin@iowakofc.org

Insert District Deputy’s email so he is copied.

When mailing reports, send to:

Ed Pancrazio or fax to 641-856-2349
Iowa State Council
915 S 17th St
Centerville IA 52544-2701

Mail or email State Deputy copy to Ed Pancrazio. Please do not send to the State Deputy.

Reports are due as follows. Date listed is “drop dead” date from Supreme. It is never too early to submit a report, the sooner the better.

		<u>Supreme Fax</u>	<u>Supreme Email</u>
Form 100 (new members, transfer, member death)		203-752-4113	membership@kofc.org
Form 185 Officers Elected	July 1	203-752-4113	addresschange@kofc.org
Form 365 Program Personnel	August 1	203-752-4108	fraternalmission@kofc.org
Form 1295 Audit (6/30)	August 15	203-752-4003	council.accounts@kofc.org
Form 2408 DD Ceremonials Report	October 1	203-752-4113	ceremonials@kofc.org
Form 2629 Round Table Coord.	September 1	203-752-4108	councilgrowth@kofc.org
Form 1728 Fraternal Survey	January 31	203-752-4108	fraternalmission@kofc.org
Form 4584 Partnership Profile	January 31	203-752-4108	fraternalmission@kofc.org
Form 1295 Audit (12/31)	February 15	203-752-4103	council.accounts@kofc.org
Form SP-7 Columbian Award	June 30	203-752-4108	fraternalmission@kofc.org
Form 2630 Annual Report RT	June 30	203-752-4108	councilgrowth@kofc.org

Form 450 is due immediately following a degree. Send copies to: Ceremonials Department at ceremonials@kofc.org, membership@iowakofc.org, and State Council admin@iowakofc.org and the District Deputy.

Form 100’s: Please copy the Insurance agent assigned to the council. If unsure of who to copy, send to one of the following General Agents:

- Northeast Iowa: Mike Bormann Michael.bormann@kofc.org
- Western Iowa: Tim Dagelel timothy.dagel@kofc.org
- Southeast Iowa: Shawn Still shawn.still@kofc.org

IRS Form 990N (or 990) is due 4 ½ months after closing of the Council or Assembly fiscal year. A June 30th closing, filing due no later than November 15. December 31 closing, filing due by May 15.

Note: Member Management does not allow for copies to be emailed. Forms should be printed and scanned to email or send in regular mail. It is important for the State to receive the Officers Elected Report in order to publish the State Directory.



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State Forms

Form 1993A	Family of the Month	Monthly by the 15 th	fotm@iowakofc.org
IA 310	Knight of the Month	Monthly by the 15 th	kotm@iowakofc.org
IA 102	Deceased Members	February 15	admin@iowakofc.org
IA 302	CPID Tootsie Roll Order	March 15	Submit per instructions
IA 304	CPID Council Report	December 31	Submit per instructions
IA 321	KFL Tootsie Pops Order	February 15	Submit per instructions
IA 323	KFL Council Report	May 31	Submit per instructions

Surge with Service Program of the Year Awards are located on the Program page of the State website: www.iowakofc.org; Church, Community, Council, Culture of Life, Family and Youth.

Also on the same page are the forms for State Awards of the Year: Diocesan Chaplain, Deacon, Knight, Family, Youth and Grand Knight. All councils are encouraged to submit nominations for each category and Service Program.

Due dates are contingent on the Annual State Convention. Check the website for details.

If you have questions filling out forms, contact Ed Pancrazio 641-895-1364 or email as noted above.

The submission of forms is an important function of the Council Officers. Reporting our activities is necessary for the Knights of Columbus to maintain records, maintain our tax status with the IRS, and to receive recognition for our good works.

Go to Supreme website www.kofc.org, on right side, click "For Members". Next scroll down to Fraternal Forms. All forms are listed and noted if online submission is an option. All forms can be filled out and printed for submission.

Please use admin@iowakofc.org for the State Deputy address.

Contact Ed Pancrazio at 641-895-1364 or the above email for help/questions.