



## ***Frequently asked questions:***

1. ***How do I learn how to use the Reporting Intranet?*** Please refer to the Reporting Intranet Resources:

[Reporting Intranet Guide \(PDF\)](#)

[Tutorials \(videos\)](#)

2. ***What are the Reporting Intranet Deadlines?***

- Beginning of the Year – October 15<sup>th</sup> – US and May 1<sup>st</sup> – Oceania Region
- Mid-Year – December 15<sup>th</sup> US
- End of Year & Final Reporting for all Chapter Activities– June 1<sup>st</sup> US and December 15<sup>th</sup> for Oceania Region. A \$100 fine will be imposed if submitted after June 1<sup>st</sup>.

3. ***When is the best time to enter Candidates into the Reporting Intranet?*** After your chapter has collected the \$65 fee.

4. ***What fees are due on October 15<sup>th</sup>?*** The \$300 Chapter Maintenance fee is due by October 15<sup>th</sup> as part of the Beginning of the Year report. The maintenance fee will increase to \$350 after October 15<sup>th</sup>. The candidate fees are due within 60 days from when they are entered into the Reporting Intranet.

5. ***Do we have to pay for transfer students?*** If we can verify their membership, no. Chapters must contact the Executive Office for verification of transfer members. Once the EO has confirmed that the transfer student is a member of BAP, the new chapter will enter them into the Reporting Intranet as a new candidate. The Executive Office will then credit the \$65 fee. If the transfer member requests a certificate from the new chapter, the chapter must pay the \$15 processing fee.

6. ***What do we do about duplicate records?*** – Chapters must contact the Executive Office in writing to request a duplicate credit. Provide the name and record number of the duplicate record.

7. ***What do we need to do to get the membership certificates?***

- Collect the \$65 fee for each new candidate.
- Add a new record for each candidate into the Reporting Intranet.
- Remit payment to the Executive Office for each record by credit card (in Reporting Intranet) or by check.
- In the Reporting Intranet, move the record from the Active Candidate folder to the Submit for Initiation folder with the correct initiation date (make sure to check spelling as the certificates will print each name as it is listed in the Reporting Intranet system).
- The Executive Office will generate a report, print the certificates, will move the record from the Submit for Initiation folder to the Active Members folder, and will send the certificates to the attention of your faculty advisor per the address on the chapter profile screen. Please allow up to two weeks for delivery.

8. ***What is the Mid-Year Report?*** The mid-year report is for US chapters who are seeking award status (Distinguished or Superior) and is due by December 15<sup>th</sup>. To complete the report, make sure to enter all fall candidates and chapter activities between June 1<sup>st</sup> and December 15<sup>th</sup> into the Reporting Intranet and check off the items on the Mid-Year Report screen in the Reporting Intranet.

9. ***What is the 990n e-Postcard?*** Any chapter that has revenue less than \$50K is required to complete the IRS 990n e-Postcard.

After April 30th - Go to: <https://epostcard.form990.org/>

- If you have not registered, create a new user account.
- Enter your chapter's EIN number that can be found on the chapter profile screen (FA login only) – ***Do not use the BAP National tax id. If you do not know where to find your chapter's tax id – contact the Executive Office.***
- The number will default to “Beta Alpha Psi National Council” – this is ok.
- Enter your school address and your faculty advisor name as the principal officer.
- Answer the four questions where you are confirming that your chapter's revenue was less than \$50K for the tax fiscal year.

- Once you submit, you will receive a confirmation email with a submission ID that you will need for the FA sign-off screen (step 2b). Please forward that email to the Executive Office at [bap@bap.org](mailto:bap@bap.org)

If your chapter had average gross receipts (for the past three years) greater than \$50,000, you must complete the [over \\$50K spreadsheet](#), and upload it to the Reporting Intranet under the FA sign-off (step 2b) for tax filing over \$50K. This spreadsheet must be completed and uploaded to the website no later than June 1st. No 990 EZ Forms will be accepted.

**10. *What do we do if a candidate stops attending meetings and activities?*** Move the record to the Inactive folder using the effective date that they stopped participating. Note the effective date cannot be the same as the candidate start date.

**11. *What do we do if an initiated member...***

***leaves for internship?*** Move the record to the On Leave folder using an effective date after the initiation date.

***leaves to go study abroad?*** Move the record to the On Leave folder with an effective date after the initiation date.

***stops attending meetings and activities?*** **They must remain in the Active Members folder until graduation.** Once they have graduated, then the reporter should move the record to Active Alumni status – “Graduated.”

***leaves the university?*** Move the record to the Alumni folder with an effective date after the initiation date.

***changes their major?*** Move the record to the Alumni folder with an effective date after the initiation date.

***Passes away?*** Move the record to Alumni folder with an effective date after the initiation date.