



## Treasurer's Checklist

Monthly, Quarterly, and Annual Time Periods for Required Reports and Efficient Bookkeeping



# WinStabs Backup Data File Upload Instructions

## Part 1 – Using Windows Explorer

After completing the data backup process from WinStabs:

1. Open Windows Explorer
2. Navigate to the folder that contains your WinStabs backup data
3. Hold the cursor over the yellow folder and click your **Right** mouse button
4. Move your mouse to the **Send To** menu choice and hold
5. Another drop down menu will appear – click on **Compressed (zipped) folder**
6. A new file will be created with the **same name as the folder you compressed** – this new file will have a **.ZIP** extension. This is the file that needs to be uploaded to SMART-TD.

**IMPORTANT: Do not rename the .ZIP file!!! Upload the .ZIP file with the same name as the folder you compressed.**

## Part 2 – Upload your WinStabs back up file to TD Connect.

1. Log into your Td Connect account
2. On the Home Screen Click **on** the + WinStabs Secure Data File Upload
3. Click **Choose File** button and locate your Zip file you created in Part 1 and click on it to highlight the file.
4. Verify you selected the correct file, then click the **Upload** button. Your file will be securely transmitted to a server at SMART-TD.

**Td connect** Local Management

Home Members Dues Carrier

**Alerts & To Do Items**

	SEPTEMBER 2018
<a href="#">Process eBill</a>	
<a href="#">Accept Transfers</a>	0
<a href="#">Pending Transfers</a>	0
<a href="#">Missing Addresses</a>	8
<a href="#">Missing Applications</a>	0
<a href="#">Missing Authorizations</a>	0

**Messages & Reminders**

**Message**

Please remember this is a DEMO version. It communicate with any other system. Contin paper bill until the end of the year.

+ Local Officers

+ Quick Links

+ Training Links

+ TD Office Contacts

- WinStabs Secure Data File Upload

**To Upload** a Winstabs backup file, click the browse button and then select the '.zip' file that contains the bac  
Once the file has been selected, click the "Upload" button to initiate the process that will upload the file to the

Choose File No file chosen **Upload**

# Report Due Dates

**Due Dates are the LAST acceptable date to submit. There is no penalty for submitting early if the data is available!**

- Form 941 – Quarterly Federal Tax Return**
  - 1<sup>st</sup> Quarter 941 due by April 30.
  - 2<sup>nd</sup> Quarter 941 due by July 31
  - 3<sup>rd</sup> Quarter 941 due by October 31
  - 4<sup>th</sup> Quarter 941 due by January 31
  
- OE-1a Form – Quarterly Report of Railroad Retirement Taxes (Railroad Locals Only)**
  - 1<sup>st</sup> Quarter due at end of quarter.
  - 2<sup>nd</sup> Quarter due at end of quarter.
  - 3<sup>rd</sup> Quarter due at end of quarter.
  - 4<sup>th</sup> Quarter due at end of quarter.
  
- W-2's and W-3 for Previous Year – Local's Employees Wage & Tax Withheld Reports**
  - Due by January 31<sup>st</sup>
  
- Form 944 – Employer's Annual Federal Tax Return** – file **ONLY IF** you have been notified in writing by the IRS that your Local is a form 944 filer.
  - Due by January 31<sup>st</sup>
  
- 940 FUTA Form – (FICA Payers Only)** – File the signed original with IRS. Send a signed copy to SMART TD for safe keeping and keep a signed copy for Local records.
  - Due by January 31<sup>st</sup>
  
- SMART TD Treasurer's Annual Report (TAR)**
  - Due February 20<sup>th</sup>
  
- SMART TD Local President Financial Oversight Form**
  - Due February 20<sup>th</sup>

Avoid forgetting about these year-end report deadlines and complete them all once you've closed out the year in January.

- CT-1 Annual Report – Employer's Annual Railroad Retirement Tax Return**
  - Due February 28<sup>th</sup>
  
- LM Report – Labor Organization Annual Report**
  - Due March 31<sup>st</sup>
  
- Form 990, Form 990EZ or Form 990N – Report of Organizations Exempt from Income Tax**
  - Due by May 15<sup>th</sup>

**When applicable Quarterly & Annual Reports (941,940, 944,OE1-A, TAR, CT-1, 990, LM) are completed be sure to send a signed and dated copy to SMART TD for safe keeping.**

# January Checklist

- Upload a copy of your previous year's WinStabs data through Td Connect using the instructions on page 2 of this booklet. All Locals that use WinStabs are now required to upload their backup data file quarterly and at the end of each year.
- Remember to backup previous year's WinStabs data.
- Do not carryover outstanding items from previous year to the current year in either WinStabs or Ledger books **if possible**.
- Deposit all monies received during the month into your bank account.
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- January Monthly Billing due to SMART TD by January 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month.
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month.
- Deposit 940 Taxes Quarterly (FICA Only) – if not completed in December**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous quarters taxes (if threshold met) are due by January 31<sup>st</sup>

# January Checklist (cont.)

## Reports that are due in January:

- Form 941 – Quarterly Federal Tax Return**
  - **4<sup>th</sup> Quarter (previous year)**
  - **Report due by January 31**
  - File the signed original with IRS. Send a signed copy to SMART TD for safe keeping. Keep a signed copy for Local records. **Print & save a copy of WinStabs Worksheets but do not send to IRS or SMART TD.** Use proper paper form or download .pdf form from SMART TD Treasurer Website and complete.
  - **Do not file Form 941 if you have been notified by IRS that you are a 944 Annual Report Filer.**
- OE-1a Form – Quarterly Report of Railroad Retirement Taxes (Railroad Locals Only)**
  - **4<sup>th</sup> Quarter** of previous year. Use the report WinStabs generates.
  - **Send a copy to SMART TD in Cleveland & keep a copy for Local's files.**
- W-2's and W-3 for Previous Year – Local's Employees Wage & Tax Withheld Reports**
  - **Due by January 31<sup>st</sup>** Use WinStabs Worksheets to file online at <http://ssa.gov/bsowelcome.htm> or use the proper paper forms.
  - **Do Not File WinStabs Worksheets!**
- Form 944 – Employer's Annual Federal Tax Return**
  - File only if you have been notified by the IRS that your Local is a 944 filer.
  - Do not file WinStabs Worksheet. Use the proper paper form from SMART TD Treasurers Website or the IRS Website.
  - **Send signed copy to SMART TD in Cleveland for filing and safe keeping**
- 940 FUTA Form – (FICA Payers Only)** - File Previous Year's FUTA Form. Use the proper paper form from SMART TD Treasurers Website or the IRS Website.
  - **Send signed copy to SMART TD in Cleveland for filing and safe keeping.**
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to February**

# February Checklist

- Reconcile January's Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting February.
- Deposit all monies received during the month into your bank account.
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- February Monthly Billing due to SMART TD by February 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month

## Reports that are due in February:

- SMART TD Treasurer's Annual Report (TAR)**
  - Due February 20<sup>th</sup>.
  - Must be signed by Treasurer and all three Trustees after Trustees audit books.
  - Use the form generated by WinStabs if possible.
  - **Send a signed copy with DECEMBER bank statements to SMART TD Cleveland for filing and safe keeping**
- CT-1 Annual Report – Employer's Annual Railroad Retirement Tax Return**
  - **Do Not send WinStabs Worksheet**
  - Due February 28<sup>th</sup>
  - Send to the IRS. File on proper paper form. Download .pdf paper form from SMART TD website or download form from IRS Website.
  - **Send a signed copy to SMART TD Cleveland for filing and safe keeping**

# February Checklist (cont.)

## Prepare Monthly Treasurer Report for Local Meeting

- Ensure minutes from the last meeting are properly prepared
- Print Meeting Report from WinStabs
- Print Check Book Activity for the Previous month from WinStabs
- Obtain Members Variance Report from Td Connect
  - Select Year
  - Select Meeting Date
  - Select LCA(s)
  - Input Variances from Td Connect
- Prepare roster of new/re-admitted members
- Print Exempt (E49) roster from Td Connect
- Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to March**

# March Checklist

- Reconcile February's Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting March
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- March Monthly Billing due to SMART TD by March 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month



# March Checklist (cont.)

## Reports that are due in March:

### LM Report – Labor Organization Annual Report

- **Due March 31<sup>st</sup>.** Use WinStabs Worksheet to fill out proper report. Beginning in 2018 Reports **MUST BE FILED ONLINE** at: <https://olms.dol-esa.gov/efsui/authentication.action> Reports must be electronically signed by both the Local Treasurer and the Local President. Don't forget to click submit after signing or printing your copies.
- **Print and send a signed copy to SMART TD Cleveland for filing and safe keeping**
- **Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to April**

# April Checklist

- Upload a copy of your 1<sup>st</sup> Quarter WinStabs data through Td Connect using the instructions on page 2 of this booklet. All Locals that use WinStabs are now required to upload their backup data file quarterly and at the end of each year.
- Reconcile March Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting April
- Deposit all monies received into bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- April Monthly Billing due to SMART TD by April 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 940 Taxes Quarterly (FICA Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous quarters taxes (if threshold met) are due by April 30th

# April Checklist (cont.)

## Reports that are due in April:

- Form 941 – Quarterly Federal Tax Return**
  - **1<sup>st</sup> Quarter Report due April 30<sup>th</sup>**
  - File the signed original with IRS. Send a signed copy to SMART TD for safe keeping. Keep a signed copy for Local records. **Print & save a copy of WinStabs Worksheets but do not send to IRS or SMART TD.** Use proper paper form or download .pdf form from SMART TD Treasurer Website and complete.
  - **Do not file if you have been notified by IRS that you are a 944 Annual Report filer**
- OE-1a Form – 1<sup>st</sup> Quarter (Railroad payers only) - Use the WinStabs Report.**
  - **Send a copy to SMART TD in Cleveland & keep a copy for Local's files.**
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to May**

# May Checklist

- Reconcile April Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting May
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- May Monthly Billing due to SMART TD by May 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month

## Reports that are due in May:

- Form 990, Form 990EZ or Form 990N – Report of Organizations Exempt from Income Tax**
  - **Due by May 15<sup>th</sup>**
  - **WinStabs will tell you which form to file**
  - If filing form 990 or 990EZ the form must be postmarked by May 15<sup>th</sup> to avoid the \$20/day late penalty from the IRS
  - **Do not** mail the WinStabs Worksheets
  - If required to file form 990-N file online at <https://sa.www4.irs.gov/epostcard/secure/home/Send> signed copy to SMART TD in Cleveland for filing and safe keeping

# May Checklist (cont.)

## Prepare Monthly Treasurer Report for Local Meeting

- Ensure minutes from the last meeting are properly prepared
- Print Meeting Report from WinStabs
- Print Check Book Activity for the Previous month from WinStabs
- Obtain Members Variance Report from Td Connect
  - Select Year
  - Select Meeting Date
  - Select LCA(s)
  - Input Variances from Td Connect
- Prepare roster of new/re-admitted members
- Print Exempt (E49) roster from Td Connect
- Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

If you file a 990N you will no longer receive an email confirming its acceptance. However, you can print a page showing it was filed and a page showing it was accepted by the IRS. Be sure to send copies to SMART TD showing it was filed and accepted. Follow below steps to print out the filed page and the acceptance page.

1. Sign into the new website <https://sa.www4.irs.gov/epostcard/secure/home/> with your user id and password.
2. Click - MANAGE E-POSTCARD PROFILE
3. Enter your Local's EIN and click – ADD EIN
4. Click - CREATE NEW FILING
5. Click on drop down list arrow and select your EIN from the list
6. Click - CONTINUE
7. Answer the two questions Yes or No
8. Click - CONTINUE
9. Fill in your contact info as requested
10. Click - SAVE FILING
11. Click - SUBMIT FILING
12. After clicking SUBMIT FILING website will generate some dialog and give you chance to print a form that looks official but all it will say is the 990N was filed.
13. Once filed, wait about 10 minutes and return to the website and log back in if you must.
14. Click - MANAGED FORM 990-N SUBMISSIONS
15. You should see your new record in the list and the "Action" column will have a live link to click on the "Update Status". Click on it and the Status should show "Accepted"
16. Once status shows accepted click on the "Submission ID" and it will generate a page showing the "Status" as Accepted.
17. On your keyboard hold down the "Ctrl" key and hit the letter "p" and print dialogue will appear on the screen. You now can print a couple copies of the page showing the filing was accepted by the IRS.
18. Send a copy of the acceptance page and the filing page to SMART TD for safe keeping and keep a copy for Local records to show 990N has be filed and accepted.

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to June**

# June Checklist

- Reconcile May Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting June
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- June Monthly Billing due to SMART TD by June 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month

# June Checklist (cont.)

## Prepare Monthly Treasurer Report for Local Meeting

- Ensure minutes from the last meeting are properly prepared
- Print Meeting Report from WinStabs
- Print Check Book Activity for the Previous month from WinStabs
- Obtain Members Variance Report from Td Connect
  - Select Year
  - Select Meeting Date
  - Select LCA(s)
  - Input Variances from Td Connect
- Prepare roster of new/re-admitted members
- Print Exempt (E49) roster from Td Connect
- Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to July**

# July Checklist

- Upload a copy of your 2<sup>nd</sup> Quarter WinStabs data through Td Connect using the instructions on page 2 of this booklet. All Locals that use WinStabs are now required to upload their backup data file quarterly and at the end of each year.
- Reconcile June Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting July
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- July Monthly Billing due to SMART TD by July 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 940 Taxes Quarterly (FICA Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous quarters taxes (if threshold met) are due by July 31st



# July Checklist (cont.)

## Reports that are due in July:

- Form 941 – Quarterly Federal Tax Return**
  - **2<sup>nd</sup> Quarter Report due July 31**
  - File the signed original with IRS. Send a signed copy to SMART TD for safe keeping. Keep a signed copy for Local records. **Print & save a copy of WinStabs Worksheets but do not send to IRS or SMART TD.** Use proper paper form or download pdf form from SMART TD Treasurer Website and complete.
  - **Do not file if you have been notified by IRS that you are a 944 Annual Report filer**
- OE-1a Form – 2<sup>nd</sup> Quarter (Railroad payers only)**
  - Use the WinStabs Report.
  - **Send a copy to SMART TD in Cleveland & keep a copy for Local's files.**
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to August**

# August Checklist

- Reconcile July Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting August
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- August Monthly Billing due to SMART TD by August 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to Sep**

# September Checklist

- Reconcile August Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting September
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- September Monthly Billing due to SMART TD by September 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to October**

# October Checklist

- Upload a copy of your 3<sup>rd</sup> Quarter WinStabs data through iLINK using the instructions on page 2 of this booklet. All Locals that use WinStabs are now required to upload their backup data file quarterly and at the end of each year.
- Reconcile September Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting October
- Deposit all money received monthly to your Bank
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- October Monthly Billing due to SMART TD by October 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 940 Taxes Quarterly (FICA Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous quarters taxes (if threshold met) are due by October 31<sup>st</sup>

# October Checklist (cont.)

## Reports that are due in October:

- Form 941 – Quarterly Federal Tax Return**
  - **3<sup>rd</sup> Quarter Report due by October 31**
  - File the signed original with IRS. Send a signed copy to SMART TD for safe keeping. Keep a signed copy for Local records. **Print & save a copy of WinStabs Worksheets but do not send to IRS or SMART TD.** Use proper paper form or download .pdf form from SMART TD Treasurer Website and complete.
  - **Do not file if you have been notified by IRS that you are a 944 Annual Report filer**
- OE-1a Form 3<sup>rd</sup> Quarter** (Railroad payers only)
  - Use the WinStabs Report.
  - **Send a copy to SMART TD in Cleveland & keep a copy for Local's files.**
- Prepare Monthly Treasurer Report for Local Meeting**
  - Ensure minutes from the last meeting are properly prepared
  - Print Meeting Report from WinStabs
  - Print Check Book Activity for the Previous month from WinStabs
  - Obtain Members Variance Report from Td Connect
    - Select Year
    - Select Meeting Date
    - Select LCA(s)
    - Input Variances from Td Connect
  - Prepare roster of new/re-admitted members
  - Print Exempt (E49) roster from Td Connect
  - Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to November**

# November Checklist

- Reconcile October Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting November
- Deposit all monies received into your bank account
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - **Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- November Monthly Billing due to SMART TD by November 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- AVOID issuing refunds to members this month to reduce year-end outstanding checks.
- Deposit CT-1 Taxes Monthly (Rail Only)**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly**
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month

# November Checklist (cont.)

## Prepare Monthly Treasurer Report for Local Meeting

- Ensure minutes from the last meeting are properly prepared
- Print Meeting Report from WinStabs
- Print Check Book Activity for the Previous month from WinStabs
- Obtain Members Variance Report from Td Connect
  - Select Year
  - Select Meeting Date
  - Select LCA(s)
  - Input Variances from Td Connect
- Prepare roster of new/re-admitted members
- Print Exempt (E49) roster from Td Connect
- Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before continuing to December**

# December Checklist

- Reconcile November Bank Statement in WinStabs. Balance to the penny before stopping. Correct any errors before starting December
- Deposit all monies received into bank account.\*
- STEP # 1** – Log into Td Connect
  - Update Member Records (Missing Applications, Dues Cards or Addresses)
  - Review and Respond to all Transfers
- STEP # 2** – Process eBill
  - Dues Summary
  - Local Pay ONLY: upload Dues Checkoff list/Member Check Image, enter total received amount and payroll deduction received amounts for individuals.**
  - Status Changes
  - Balance Receipts
  - Bill Adjustments
- STEP # 3** - Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc. and SUBMIT the eBill.
- STEP # 4** – Process eBill Final Statement. Mail payment, if necessary, to the TD Office and enter the final statement in WinStabs after eBill has been certified by the membership representative
- December Monthly Billing due to SMART TD by December 20<sup>th</sup>**
- Make payroll deduction changes with the Carrier to reflect billing changes.
- Pull Member Variance Report from Td Connect: Issue refunds to members and/or collect money from members as necessary
- Email or Mail all required documentation to Membership Representative. i.e. Membership application, dues authorization form, PAC contribution, etc.
- Pay all Vendors.
- Make authorized/approved Salary, Lost Time & Reimbursed Expense Payments to Officers & Employees.
- AVOID issuing refunds to members this month to reduce year-end outstanding checks.
- Deposit CT-1 Taxes Monthly (Rail Only)\*\***
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 941 Taxes Monthly\*\***
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous months taxes are due by the 15<sup>th</sup> of current month
- Deposit 940 Taxes Quarterly (FICA Only)\*\***
  - Pay taxes via the Internet using EFTPS - <https://www.eftps.gov/eftps/>
  - Previous quarters taxes (if threshold met) are due by January 31<sup>st</sup>

**\*Attempt to complete all business by December 15<sup>th</sup>. This will allow all transactions time to clear the bank before the end of the year. If you do this your Winstabs life in January and February will be considerably easier.**

**\*\*Monthly taxes for November must be paid by December 15<sup>th</sup>. It is recommended to also pay December taxes by December 15<sup>th</sup> to make closing out the year easier.**



# December Checklist (cont.)

## □ Prepare Monthly Treasurer Report for Local Meeting

- Ensure minutes from the last meeting are properly prepared
- Print Meeting Report from WinStabs
- Print Check Book Activity for the Previous month from WinStabs
- Obtain Members Variance Report from Td Connect
  - Select Year
  - Select Meeting Date
  - Select LCA(s)
  - Input Variances from Td Connect
- Prepare roster of new/re-admitted members
- Print Exempt (E49) roster from Td Connect
- Prepare list of all reports completed and submitted since last meeting (use the Treasurer Task List)

**Organize and store necessary documents in the Local's filing system. Backup WinStabs before starting the new year in WinStabs**