

# Critical Dates for Locals

- June 30 . . . . . Local Compliance Documents. Local compliance documents (except updated Local Dues Information form for the new year) must be returned to TSTA/NEA postmarked by June 30 in order for the local to qualify for local rebates. Compliance Documents include:
- ▶ Current list of local association officers
  - ▶ Current list of local association representatives
  - ▶ Compliance Standards Form for local association
  - ▶ Copy of current Bylaws for the local
  - ▶ Audit transmitted electronically or postmarked by October 31
- June/July . . . . . Membership Materials/Rosters. Locals receive membership materials, forms/rosters from TSTA/NEA for the new membership year.
- July . . . . . ISD Dues Deduction Amounts. TSTA/NEA or Local notifies ISD payroll office of dues deduction amounts and related information for the new year.
- July 20 . . . . . Local Rebates (final). TSTA/NEA commences disbursement of the final portion of current year rebates (total eligible rebate less interim amounts paid) to locals that have complied with all provisions of the Dues Transmittal Policy, paid their total TSTA/NEA dues obligation, and met by June 30 all minimum compliance standards including the timely filing of all compliance documents or information.
- July 31 . . . . . Local Dues Information. Updated local dues information form must be submitted to TSTA Dues Accounting & Membership Records.
- August 1 . . . . . FCL Plan and/or follow-up report due.
- August 31 . . . . . Final Dues Payment. Final payment of all TSTA/NEA dues for the current year (except locals that receive the final dues deductions after August 31st). NOTE: Monthly payments are due to TSTA/NEA as payroll deduction checks and other collections are received by the local (see "Monthly" below).
- Sept 1-Aug 31 . . . . . Fiscal Year. Beginning and end of fiscal year for TSTA/NEA and affiliated locals and regions.
- September 25 . . . . . Roster Purges, Updates. Final purges and updated rosters for the new year should be submitted to TSTA/NEA.
- October 31 . . . . . Local Audits. Local audit for previous fiscal year (Sept 1 to Aug 31) must be transmitted electronically or postmarked by October 31 to TSTA/NEA in order for the local to qualify for local rebates.
- Oct/Nov . . . . . Membership Verification Rosters. Membership verification rosters (all payroll and electronic funds transfer members) sent to locals for verification and timely updates/corrections returned to TSTA/NEA.

- December 1 . . . . . Updated Membership Verification and Roster Purges. Final verification and update/purge of local rosters for full cancellations/drops from the current membership obligations must be returned to TSTA/NEA. Timely notice of cancellations and drops are due at TSTA/NEA within 30 days after they occur. The local is responsible for the portion of TSTA/NEA dues obligations for cancellations and drops that are not timely submitted.
  
- December 15 . . . . . Local Dues Disbursements. TSTA/NEA will submit first payments of regular locals dues to locals where local dues are included in ISD payroll deduction sent directly to TSTA/NEA. NOTE: Depending on the membership numbers and local dues amounts, an earlier and more frequent disbursement schedule may be followed.
  
- Monthly . . . . . Dues Transmittals. Payment of current month's TSTA/NEA dues collections is due at TSTA/NEA by the 25th.
  
- January 15 . . . . . Membership Cut-off for TSTA Delegates. Association membership cut-off date for the purpose of delegate allocation for the forthcoming TSTA House of Delegates.
  
- January 15 . . . . . Membership Cut-off for NEA Delegates. Association membership cut-off date for the purpose of delegate allocation for the NEA Representative Assembly.
  
- January 15 . . . . . Tax Returns. IRS Form 990, Annual Return of Organization Exempt from Income Tax, is due (15th day of the 5th month after the end of the fiscal year) for locals that have more than \$25,000 annual income/receipts other than TSTA/NEA dues. Filing requirements pertain even if the local is covered by the TSTA/NEA Group Exemption.  
 IRS Form 990-N (e-Postcard) Annual Electronic Filing due for locals whose gross receipts are normally \$25,000 or less.
  
- February 15 . . . . . Local Dues Disbursements. Second payment of regular local dues made to locals where local dues are included in ISD payroll deductions sent directly to TSTA/NEA. (See NOTE under December 15, above).
  
- February 25 . . . . . Delinquent Dues Notice 1. First House of Delegates required notification to locals with delinquent dues.
  
- March 25 . . . . . Delinquent Dues Notice 2. Second required notification to locals with delinquent dues. Locals with delinquent dues will not be seated at the TSTA/NEA House of Delegates until dues are paid.
  
- April 15 . . . . . Local Rebates. TSTA/NEA interim rebates (55% less applicable adjustments for late compliance) issued to locals that submitted local compliance documents and audit reports when due for prior year and are current on TSTA/NEA dues transmittals for prior and current years. Final rebates are issued when dues have been paid in full and all compliance requirements have been met.