

**March 31, 2018**

**TO BRANCH FINANCIAL SECRETARIES**

Enclosed please find your Quarterly Branch Report indicating the amounts now due to the Central Council Office. **Payment is due upon receipt.** In order to seat your delegates at the 2018 Convention, all per capita must be paid to date (this includes the current March billing). Enclosed is a self-addressed envelope for you to mail your Per Capita Bill and Check to the I.C.F. Office.

**Branch Membership Roster** - Please review your roster quarterly to make sure the addresses and area codes/telephone numbers of your members are correct. Please send in any corrections. Thank you for your attention to this matter.

**Hospital Plan** - Please look at the hospital paid thru date for your members in the plan as you collect their dues for 2018. If you know a member no longer wants the plan and is not paying for 2018 or a member is showing a date from a past year - please mark "cancel plan" on the 2<sup>nd</sup> quarter dues payment form next to the hospital portion. This way, we have official notification from the Branch and we can update our records concerning members in the hospital plan.

Please remember:

1. **JUST ONE SIGNATURE IS REQUIRED**, on the Per Capita Bill.
2. A copy of the report to be submitted with the required checks.
3. Send any Hospitalization Benefit payments to the I.C.F. Office.
4. Copies of the Treasurer's Reports must be sent to the I.C.F. Office.

Please review the following items enclosed:

1. **Per Capita Bill (due upon receipt)**
2. **Branch Membership Roster**
3. **Dues Payment Report, Dues Payment Record, etc.**
4. **IRS Flyer - Remember to file directly with the IRS (All Branches) and the Franchise Tax Board (CA Branches) by May 15, 2018.**
5. **We will no longer be sending Membership Applications Forms. Many Branches are not in need of them or have an excess supply. If you need Membership Applications you may call the I.C.F. Office to order them or you can find the Membership Application Form on the Web site [www.icf.org](http://www.icf.org).**

**If Applicable:**

**Notice to send past due IRS earnings report to the I.C.F. office**  
**Notice to send past due per capita, supply invoices, etc.**