

March 31, 2021

TO BRANCH FINANCIAL SECRETARIES

We started the year by sending out the Financial Packet and all of the Reports ending 12/31/20 in the mail to you. **Please note**: we will now go back to having you access material on our site in the Financial Secretaries' Portal, unless you have made a specific request to have the packet mailed, beginning with these reports ending 3/31/21.

We have created a new portal where you can access the Per Capita Bill and Dues Payment Report of the Entries Made so you can verify the billing. We are unable to provide a roster on the site due to the privacy of our members' information but if you need one from us, please contact the office and we can e-mail it to you directly. We have also posted a dues payment record for the 2nd quarter of 2021 but you need to fill in the information. However, you can save the Excel version on your computer and then you can type in the information. If you kept a copy of the 1st quarter report you can re-use that one and highlight or star the new entries.

Please find your Quarterly Branch Report indicating the amounts now due to the I.C.F. Office. **Payment is due upon receipt**. All per capita should be paid to date (this includes the current March billing) as soon as possible. The Branch Per Capita Bills are all in one file, so please scroll down to your Branch and print your bill. You will need to do the same for the Dues Payment Report.

Branch Membership Roster - Please review your own 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 2021. If you know a member no longer wants the plan and is not paying for 2021 or a member is showing a date from a past year - please send us notice to cancel the plan. 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. This is very important for the 1st Quarter of 2021.

Please review the following items:

1. **Per Capita Bill (due upon receipt)**
2. **Dues Payment Report**
5. **IRS Flyer - Remember to file directly with the IRS (All Branches) and the Franchise Tax Board (CA Branches) by May 15, 2021.**
6. **You may call the I.C.F. Office or you can find the Membership Application Form and Treasurer's Report on the Web site www.icf.org. If Applicable: Please send past due per capita, supply invoices, etc.**