

INN ADMINISTRATOR
CRITICAL OPERATIONS DEADLINES

- **ANNUAL IRS TAX FILING**
 - **AUGUST 31 - For Inns that have AICF files the Form 990N on their behalf:** Inn treasurers receive a filing status form in July/August and must confirm the accuracy of the information.
 - **NOVEMBER 15 - For Inns that self-file either a Form 990N or Form 990EZ with the IRS:** Inn files directly with the IRS and must submit a copy of the filing or extension to the national office.

- **MEMBERSHIP ROSTER UPDATES**
 - **ONGOING – For Inns using the Inn Management System (IMS):** Inns registered to use the Inn Management System must regularly review and update its membership information to ensure its accuracy.
 - **NOVEMBER 30 – For Inns NOT using the Inn Management System:** Inns that do not use the IMS must submit its updated membership roster to the Member Services Coordinator by the end of November each year.

- **NATIONAL DUES INVOICES AND PAYMENT**
 - National dues invoices are sent to the Inn treasurer (or designated officer) in July. **Invoices are due upon receipt and must be paid in full no later than January 31.** National dues are calculated based on the number of active members (excluding law students, Emeritus and Honorary members) from the prior Inn year.

- **INCOMING OFFICER INFORMATION**
 - **JUNE 30** - The roster of officers for the new Inn year beginning in July must be submitted to the national office or updated in the IMS no later than June 30 to ensure uninterrupted communication between the Inn and the national office.