

Trustco Bank – <https://onlinebanking.trustcobank.com/fi13573/pb/logon>. Save in favorites

Login ID: hccloggers

Challenge questions: mothers middle name: anne; high school: cohoes; high school mascot: tiger

Password: demo2014

Image is a notebook and phrase is dancers

Put all money for demos, taps, & insurance into this account.

SEFCU – <https://onlinesefcu.com/onlineserv/HB/Signon.cgi>. Save in favorites

Login ID: hccloggers

Password: demos2013\$

Go to My Profile to change primary email address:

And also change security options phone number:

Both accounts Share Draft (normal checking acct) and Mint Share (previous money market acct) are available for viewing.

Put all money collected for class dues only in this account. There is no ATM card (destroyed) as cannot deposit cash after hours.

Christmas party fees and expenses are put in and taken out of this account ONLY.

CHANGE ADDRESS ON BOTH BANK ACCOUNTS TO TREASURERS ADDRESS. Must change signature on both banks.

CLOG insurance for George to play music usually comes in end of December to be paid or early January. Approx \$89.50 yr

Trustco Bank – bills to be paid out of this account

National Liability & Fire – liability insurance for trailers for non-owned. Due Mid January. Approx \$60

Foremost Ins – comprehensive and collision coverage for new trlr only. Due mid January. Approx \$116

All postage, envelopes, copies made, printer toner, outfit supplies, rent, insurance, convention related, post office box rental, donations, mileage reimbursements, computer/equipment supplies, trailer registrations and repairs.

US Postal Service – box rental – due early February. Approx \$54. Notify them to change address for annual invoice.

CLOG fees for ASCAP, BMI & SESAC – fees to play music. Due beginning of April. Approx \$213

IRS tax filing must be done every year. Due BEFORE May 15. Tax ID (also EIN) 14-1725122 Once logged in, change email address.

Go to <http://epostcard.form990.org>, click on leave IRS site, click on Create your form 990-N (e-postcard).

Login ID: 141725122

Password: demo2010 Print out pages for next year reference.

All information should be filled in.....Need to change Principal Officer name to treasurers name and address

Under organization information, put in last years tax period and answer 4 questions. Gross receipts are normally under \$50,000, click on next page.

Print Filing Status page showing transmitting to IRS. Should receive Congratulations page.

Once IRS accepts filing, you will receive an email. Print out for documentation.

USDA insurance for dancers must be collected and submitted to Pat Inglis. I strongly suggest to send overnight no later than middle of November. The applications are worked on in order of received date. Certificates of insurance for both schools must be given to schools BEFORE Jan 1 or Hoosick Falls will not be allowed to practice. Package with renewal information usually comes in Sept or Oct. Instructions are provided in packet. Please refer to previous years for information to submit.

If I missed any information, please feel free to call me. 518-371-1729