

Post Administration Checklist

Requirement	Item	Cost	Disposition	Date
National / Dept.	Surety Bond	Depends on Amount Bonded	Insurance	Annual
State of TN	Annual Report	20 or 40 depending on changes	State of TN (may do on-line)	Annual normally in Jan.
Federal	Form 990-N non-profit tax form	Usually none	Federal IRS (may do on-line)	Annual Before Apr. 15th
Dept. of TN National	Consolidated Post Report	None	Dept. of TN (may do on-line or mail)	Annual May
Dept. of TN	Post Officer Certification	None	Dept. of TN (mail)	Annual Immediately after Post Election
Dept. of TN	Post Data Form	None	Dept. of TN (mail)	Annual ASAP after receiving in mail in FEB.

Blanks are for Post Specific items.