

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
IDAHO CHAPTER
POLICY & PROCEDURES**

POLICY TITLE:	NABIP IDAHO Annual tax filing policy
CLASSIFICATION:	Finance
POLICY NUMBER:	10-12F
MOTION:	Terrie Trevino
SECONDED:	Phaedra Anderson
DATE APPROVED:	October 2024
SUNSET DATE:	2027

PURPOSE: To ensure that the NABIP IDAHO Board fulfills the association's tax obligations each year.

POLICY:

1. That the Treasurer shall direct the Executive Assistant to inform the NABIP IDAHO contracted accounting firm which performs the annual audit/tax return in August of each year to complete the required tax forms and to file the tax return. To also copy the President and Treasurer on the results of the annual audit/tax return and any related correspondence from the contracted accounting firm.

2. That the results of the annual audit/tax return and the any related correspondence from the contracted accounting firm shall be presented to the Board of Trustees by the Treasurer.

FINANCIAL IMPACT: Costs for completing and filing annual tax return will be budgeted by Board in the annual budget.

Date

Attested by Secretary