



# OEA MEMBERSHIP DEPARTMENT

## 2024-2025

### Monthly Membership Guide & Updates For Local Association Leaders

October 31, 2024

#### November Monthly Reminders:

- 3rd—Daylight Savings Time Ends.
- 15th—Changes can no longer be made to 2023-2024 membership records.
- 26th—Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- 28th & 29th—OEA is closed for Thanksgiving Holiday.

Reference documents available to you on the OEA Website under Resources/ OEA Secretary/Treasurer page:

- ⇒ 24-25 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 24-25 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

#### InfoOEA HOURS -

Monday—Friday  
8:30 AM-5:00 PM



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:  
[membership@ohea.org](mailto:membership@ohea.org)

Or by telephone: InfoOEA  
1-844-632-4636

- The new 24-25 Membership year began September 1, 2024. Therefore the "Current Year" referenced within the eBilling Portal is the 2024-2025 Membership year and is automatically opened. The 23-24 Membership year ending August 31, 2024 (now considered the "Prior Year") is located on the "Prior Year" tab at the top of the page. Many locals may not have anything listed within the "Current Year Statement Period" as it is so early in the new membership year, but may have a billing statement remaining in the "Prior Year" tab. Please be sure to review both tabs to confirm you have nothing pending for the past 2023-2024 year. If you are paying online, please use the "Pay" button within the tab where the amount is due (Prior Year or Current Year).
- The authorized membership cancellation period ended **August 31**. You were sent an email notification of all membership cancellation requests received during this time. You were copied on all confirmations of the cancellation sent directly to the former member. Requests you receive after this date should be forwarded directly to OEA membership. (**Please see Treasurer's Handbook pg 1-33 for further details.**)
- The Enrollment and Renewal Forms required two signatures. You may have received forms back from OEA if both signatures were not on the form. It is important to obtain the members signature for both new enrollees as well as annual renewal memberships. Contact InfoOEA with any questions.
- Your local should begin receiving payroll deduction lists/reports from your employer payroll department along with each check for the dues deducted. This list/report should always be reviewed and reconciled for accuracy, such as deduction amount and names to keep your monthly billing accurate.

#### Issues Filing your 990-N?

As we are beginning a new fiscal year, you will need to file your 990 with the IRS. Please see the below steps to login and file:

- ⇒ Open the electronic filing page:  
[Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\) | Internal Revenue Service \(irs.gov\)](#)
- ⇒ Scroll down to the hyperlink box "Submit Form 990-N (e-postcard)", click on this box and it will direct you to the main IRS 990-N login. There is also a full User Guide available on this page. (We recommended to bookmark this page for future reference.)
  - ◇ Create a new account with Login.gov.
  - ◇ Log into the IRS using login.gov.
  - ◇ Once logged in select manage e-postcard profile.
  - ◇ Under "You Are Logged in as" choose edit, exempt org, and enter your EIN.
  - ◇ Click create new filing and proceed with filing.
- OR** If you already have a login:
  - ◇ Log into the IRS using login.gov
  - ◇ Select "Manage form 990-N submissions"
  - ◇ Click create new filing and proceed with filing

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When creating a new account login, please note the below item as it will result in errors and prevent filing:

When entering the address, do not use punctuation.

Example: when entering street, either spell out the word or use ST with no punctuation. Using ST. will result in an error that will prevent you from filing. This applies to periods, commas, dashes, etc., as all will result in an error.

**Reminder:** Please file your 990 prior to the end of the calendar year if possible. Historically, January is when the IRS website is down for updates and maintenance.

- When completing your **annual** 990-Filing with the IRS during the period of September thru January 15<sup>th</sup>, remember this filing is for the 2023-2024 Fiscal/Membership Year (September 1<sup>st</sup> – August 31<sup>st</sup>) and **tax year 2023**. Questions on filing should be directed to Shawn Primm at 1-800-282-1500 Ext. 3017 or [primms@ohea.org](mailto:primms@ohea.org). Remember to complete, sign and return the OEA 990 Verification Form with a copy of the accepted submission.

**Join Now Online Enrollment for new members**

Access Join Now via the OEA website: [www.ohea.org/why\\_belong](http://www.ohea.org/why_belong). Once on the "Why Belong" web page the new member will select the "Join Now" button and will immediately begin the enrollment process. Upon completion of their enrollment, the new member will be provided a confirmation reflecting the information they submitted along with their new member ID number. This confirmation will be sent directly to the member via their email address and a copy will be sent to the OEA Membership Department. An electronic roster of all online enrollments will be sent directly to the appropriate Local Treasurer's email of record as new members join. For questions or additional information, please call membership at 1-844-632-4636 or [membership@ohea.org](mailto:membership@ohea.org). **Be sure these enrollments are provided to your payroll office.**