



HOW TO COMPLETE THE ID REPORT & REQUEST FOR DISTRIBUTION FORMS DOWNLOADED FROM THE WEBSITE

VISIT: <http://www.illinoisknights.org>

Locate and click on the CHARITIES tab at the top left hand corner of the home page
Scroll down to the ID fund drive section and click on the title

Scroll down to the **ID Report Form** in the Excel format

This form is designed to interact with your computer. Complete the form as you normally would, however, **the computer will do the math for you.**

1. Enter your gross revenue-the computer will calculate your 10% due to the State Council.
2. If you participate in the State General liability program, click in the \$75.00 insurance box and click DELETE. If you do not participate in the insurance program, skip to the next line. You must pay the \$75.00
3. If you wish to donate to the Home Loan program, enter the amount on line 2C
4. Line 3 SUBTOTAL should now show line 1 minus all amounts from line 2a,b,and c
5. Enter all your expenses as you normally would
6. The Amount you have to spend should appear on line 5
7. **Line 6 should automatically show the amount of your check to Illinois KC Charities, Inc.**

You're done! Save this form to your computer for your records and print a copy to accompany your check. Remember to send all receipts for expenses claimed including Advertising and Miscellaneous Expense

- The **ID Request for Distribution** can be found on the same page on the website and is also interactive. Remember to enter the amount from your report Line 5, at the top of the column on your request for Distribution. Remember if you have any remaining funds from a prior year, add them to your current balance and distribute all your funds.
- To determine whether or not you have a prior balance in your account, go to the State Website at <http://www.illinoisknights.org> and on the left tab on the home page click REPORTS. Review the Charity Report for your council. This report will not only tell you the goal assigned, but it will also advise what has been collected to date and what the current balance and prior balances are. This is the amount that should be inserted at the top of the distribution column.
- As you enter your charities and their donation amounts, the computer will automatically subtract them from your amount to spend at the top of the page. When you are done listing your charities, the balance remaining in your account is shown at the bottom of the form. At this time, if there are funds remaining, you can donate them to the homes program on the line provided or you can retain those funds, and a new Request for Distribution will be returned with your requested checks.
- You can send your Request to the state office via US mail to: PO Box 681, Kankakee, IL 60901-0681 or email as an attachment to: angie@illinoisknights.org or Fax 815-935-2078. Questions: call 815-935-2262
- Remember to add your email address to both forms. If there are any questions this is the method the State Office will utilize to communicate with you.
- Save this form to your computer for your records.