



## 2024 D-17 Filing | How-To/Q & A

### What is the D-17 for?

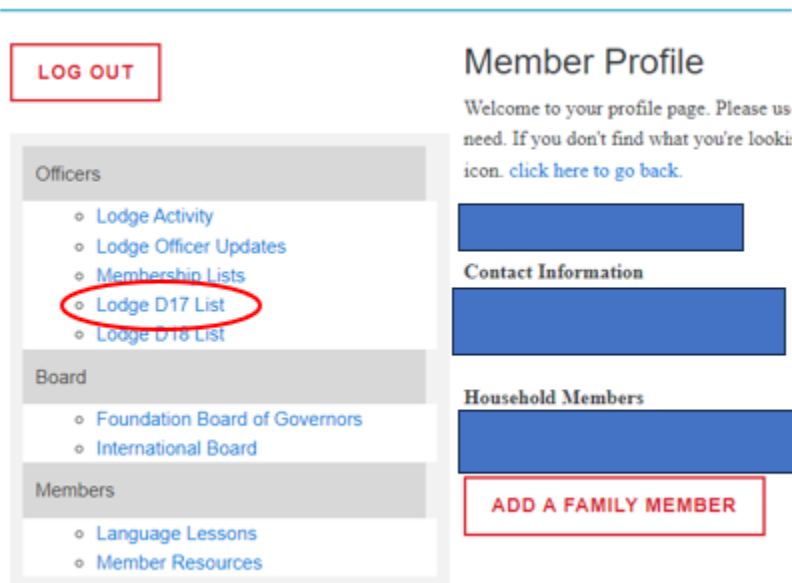
Under the IRS tax code, Fraternal organizations are tax-exempt. The D-17 should be filled out by all lodges that do not have property to claim. The D-17 helps to ensure that a lodge stay compliant and continues to qualify as a tax-exempt entity.

### When are the D-17's due?

D-17's that are reporting for 2023, are due **March 15<sup>th</sup>, 2024.**

### Where do I find the D-17 form?

Lodge treasurers and presidents will find the D-17 on their profile page and the form will be available in early January:



### Has the form changed at all for this year?

The form is in the same format as the one you filled out for 2022.

### Who will have the ability to fill this form out?

The lodge treasurer or financial secretary will fill these out and submit them. The lodge president will also have access to this form as a signer and backup if for some reason a treasurer or financial secretary is unable to fill it out.



### **Who needs to sign the D-17?**

The form needs to be signed by the lodge president, treasurer or financial secretary and the audit committee chairperson. All three signatures must be there for the form to be accepted by headquarters.

### **How should I fill out the D-17, does it need to be electronic?**

Yes, the form should be filled out electronically and submitted electronically. This will help to ensure accuracy.

### **How do I submit the D-17?**

A copy of your completed and signed D-17 should be electronically submitted (emailed) to headquarters at [taxinfo@sofn.com](mailto:taxinfo@sofn.com)

### **What other documentation is required for the D-17 (receipts, statements, etc.)?**

As with any tax related document, you will want to have all referenced receipts and statements that are referenced on the form. You will also need your previous year's D-17 copy handy to reference back to as you fill out the current form.

### **What do I do after I have emailed it to headquarters?**

The original document will be submitted for your tax filings. Keep a copy for your records as well.

### **Who do I contact if I have questions or need help?**

Please work with your lodge leadership team first to get help in filling out the D-17. If additional help is needed, reach out to your district treasurer.

Here is a link to a tutorial video that was created last year as well: [Amy \(Olson\) Tuchenhagen discusses the D17 financial statement in this 2 part video - YouTube](#).

You may also reach out to [taxinfo@sofn.com](mailto:taxinfo@sofn.com).