

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 \$50 insurance box and click DELETE. If you do not participate in the insurance program, skip to the next line.
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. This line 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 for 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.

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 left in your account is shown at the bottom of the form. At this time, should you have funds remaining, you can donate them to the homes program on the line provided.

Save this form to your computer for your records.

At this time you can either send it to the state office via US mail or as an attachment via email to: donna@illinoisknights.org

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.