



Blacks In Government ®

3005 Georgia Avenue, NW
Washington, DC 20001-3807
(202) 667-3280 — FAX (202) 667-3705
www.bignet.org

DATE: February 3, 2024

TO: All Regions and Chapters

FROM: Honorable Shirley A. Jones, Esq. National President *Shirley A. Jones*
Duane Hill, National Assistant Treasurer *Duane Hill*

SUBJECT: BIG 2024 Region/Chapter Financial Reporting Requirements

The BIG calendar year 2024 Financial Reports, Certifications, and IRS Electronic Filing for the year ending December 31, 2023 are now due. **The deadline for submitting the reports is March 31, 2024.**

The reporting requirements is inclusive of the following documents listed below guidance for preparing and submitting financial reports can be found on www.bignet.org,

1. BIG 990-1 Required Authorization for IRS Group Return,
2. BIG 990-2 Certification Form,
3. BIG 990-3 Financial Activity Report,
4. BIG 990-4 Financial Institution Information Form, and
5. [IRS Form 990-N](#) or [IRS Form 990](#) or [990-EZ](#)

Please forward documents to the National Assistant Treasurer, **Duane Hill** at dhillco@comcast.net.

It is imperative that all BIG chapters and regional councils adhere to the annual financial reporting requirements of the Blacks In Government National Constitution, as administered by the National Board of Directors, and the Internal Revenue Service. Failure to adhere to the established financial reporting requirements will result in chapter/council suspension, and possible revocation of your chapter's charter.

Note: *Always retain a copy for your records.*