

Membership Matters

Quarterly News from The 501 Alliance

December 2006

Lockbox Address Changed

Our bank recently changed the location in which they process contribution payments and they now need to be sent to a new address. This change will become effective with the fourth quarter contribution report, which is due by January 25, 2007. Please update your records to reflect this change to ensure that we receive your payment on time. The new address is provided below and it's also printed on the quarterly contribution report for your convenience.

If payment is due, send your report and check to: *The 501 Alliance
Dept CH 17674
Palatine, IL 60055-7674*

If a payment is not required for a particular quarter, a report still must be completed and returned to our office. That mailing address is provided below and it's also printed on the quarterly contribution report.

If no payment is due, send your report to: *The 501 Alliance
29777 Telegraph Road
Suite 1650
Southfield, MI 48034*

When completing your report, don't forget to include the number of employees that are currently working at your company. Thank you in advance for your cooperation and helping us with this new process.

Mark Your Calendar for the Next Annual Meeting

All member agencies are invited to attend the annual meeting of The 501 Alliance to be held from 10:00 a.m. to 12:00 noon on Friday, May 18, 2007. The meeting will be held at the University Club of Michigan State University in Lansing. A complimentary lunch will also be provided immediately following the meeting. Directions to the venue will be included in the annual report that will be mailed in the first week of May.

Topics of discussion and events include financial and claim reports for 2006, results from the annual audit and the election of board members and officers. In addition, the Harry and Shirley Klein Legal Scholarship winner will be announced and introduced to the membership. This is a great opportunity for you to meet the Board of Directors and to network with your peers from across the state.

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Where Do I Send All of Those Reports?

Members often call and ask about the reports that are sent to us and the reports that are sent to the state. The reports that we receive the most questions about are the Quarterly Contribution Report, Wage Detail Report and Reimbursing Employer's Quarterly Payroll Report. We have listed each report below, where it should be sent and have provided a description of each.

The following report should be sent to The 501 Alliance:

- *Quarterly Contribution Report*

On this report, you need to provide your company's gross wages, excess wages and taxable wages for the quarter, along with the number of employees as of the 12th day in each of the three previous months. This should also be returned with your payment if one is due. You can print a blank Quarterly Contribution Report from our web site at 501alliance.org if you need one for any quarter.

The following reports should be sent to the Unemployment Insurance Agency:

- *Wage Detail Report – Form 1017*
- *Reimbursing Employer's Quarterly Payroll Report – Form 1020-R*

On the Wage Detail Report, you need to list the names of your employees, their social security numbers and their wages for the quarter. On the Reimbursing Employer's Quarterly Payroll Report, you need to list your company's gross wages for the quarter and the total number of employees as of the 12th day in each of the three previous months. Both of these reports are also available from the Unemployment Insurance Agency's web site at michigan.gov/uia.

If you still have questions about these reports, please call us at 800-968-9675.

New Members Join The 501 Alliance

We had another successful year recruiting new members to join The 501 Alliance. An additional fifteen nonprofit agencies will be joining our group in January of 2007. This will bring our total membership to more than 425 nonprofits across the state.

We would also like to thank those members who took advantage of our Member Referral program and helped us to recruit new members. As a reminder, this program provides your agency with up to \$200 for each prospective member referred to us for membership. If you would like to receive a brochure on the Member Referral program, please contact us at 800-968-9675.