

FAQ's About the Transition

Why are Sections and other units being asked to take actions recently communicated to the regarding IRA filings?

On November 10, 2012, the ASME Board of Governors (BOG) voted to transition from filing an ASME 990 return and an ASME group 990 return for Fiscal Year (FY) 12 and Fiscal Year (FY) 13 to filing a single ASME 990 return beginning with FY 14. The actions being requested are necessary steps to implement this important BOG action.

What if we don't implement this for our unit?

Failure to comply with all of the requirements of the transition, including establishing a basic account under the consolidated banking system, will cause your Affiliate (Section, Sub-Section, Group, Technical Chapter, District or Student Section) to lose its existing qualification as a tax exempt organization under ASME. This will result in your Affiliate having to face independent tax qualification and reporting obligations. Furthermore, failure to comply with all of the transition requirements will cause your Affiliate to cease to qualify for the use of the ASME name and logo and any type of support from ASME.

How will this be communicated to all Affiliates?

Announcements will be sent to all ASME Affiliates affected by the transition.

When is the next communication?

We anticipate the next communication will be sent sometime in January regarding the process of consolidating your bank account.

FAQs About Filling Out the Transition Forms

Who needs to fill out and sign the ASME Transition Statement?

Ordinarily, the Chair of an ASME Affiliate has the authority to sign off and release the ASME Transition Statement. If the Chair of your Affiliate is not available, please contact the ASME Transition Center at 1-855-459-6999.

Who needs to fill out the items on the ASME FY12 Group Form 990 Checklist and verify it with an e-signature?

In most cases, the Treasurer of the Affiliate has access to the financial information needed for completing the ASME FY12 Group Form 990 Checklist. However, the Affiliate Chair may also complete and sign the Form 990 Checklist.

What if I am not an officer?

You received the message directing you to this transition website because our records indicate that you are a current officer of an ASME Affiliate. If you are not an officer, please contact the Transition Center at 1-855-459-6999.

Do I have to create an electronic signature to sign the Transition Statement and Form 990 Checklist?

You do not have to create an actual electronic signature document or have to physically sign the forms. Instead, you create an ASME account (username and password) that authenticates you as an officer of your Affiliate authorized to virtually sign all the forms required for the transition. If you have already created an ASME account to access your membership information, etc., you are all set. If not, you will be prompted to create an ASME account. If you have problems applying your electronic signature to any of the online forms, please contact the Transition Center at 1-855-459-6999.

When do I have to complete the ASME Transition Statement?

The ASME Transition Statement should be completed as soon as possible, but no later than February 15, 2013.

What happens if the information that has been pre-populated in the ASME FY12 Group Form 990 Checklist is inaccurate?

If financial information is shown in Form 990 Checklist, it was derived from information in the FY12 Annual Financial Report submitted by your Affiliate. If there is a discrepancy, please change the information to match your records, or contact the Transition Center at 1-855-459-6999 if you have any questions.

What period of information will I need to provide for the FY12 ASME Group Form 990 Checklist?

The FY12 ASME Group Form 990 Checklist concerns financial activity by your Affiliate that took place during the period of July 1, 2011 to June 30, 2012.

What backup documentation do I need to keep and what do I need to provide ASME?

ASME requires the June 2012 month-end statement(s) for all of your Affiliate's account(s) (savings, checking, brokerage account, etc.). We ask that you keep all financial records for your Affiliate in a safe place for future reference, if needed.

How do I submit the required documentation to ASME?

You can scan the June 2012 month-end statement(s) for all of your Affiliate's account(s) and upload them as separate PDF files on the online ASME FY12 Group Form 990 Checklist, or send them via email to the Transition Center at 1-855-459-6999.

Can I print out the ASME FY12 Group Form 990 Checklist?

Yes, you can print out a blank Form 990 Checklist before you complete it and you can print the Form 990 Checklist after you complete it. However, we require that you enter the information and submit the Form 990 Checklist electronically online.

Is there a way for me to save the information on the ASME Group Form 990 Checklist?

Yes, you can save work in progress and come back later to finish the form.

I don't understand some of the questions/terms on the ASME Group Form 990 Checklist. Is there a definition of each of these terms?

Please contact the Transition Center at 1-855-459-6999, to set up an appointment with a representative who can walk you through the ASME Group Form 990 Checklist.

I don't understand some of the terms on the ASME Transition Statement. Is there a definition of each of these terms?

Please contact the Transition Center at 1-855-459-6999, to set up an appointment with a representative who can walk you through the ASME Transition Statement.

Why can't I sign the document?

You have to initial the form at the top before you can sign it.

Why can't I see the Form 990 Checklist when I first log in?

The Chair will need to complete the transition document first.

I cannot open the page?

You must have the free Adobe Acrobat Reader and browser plug-in installed on your Windows or Macintosh computer to use this application and view all fields contained in your signed Transition Statement and Form 990 Checklist.

Mobile Device Users: If you opt to fill out the forms and electronic signatures using a tablet or other mobile device, please visit the App Store for the particular device you are using and make sure you have the free Adobe Acrobat Reader App installed on your mobile device.

You will not be able to view fields in the completed form you save and download without the Adobe Acrobat Reader.

Why can't I submit the Form 990 Checklist?

Entries are required for all fields on the form. On finance-related fields where your unit may have nothing, please enter a "0" (zero). The form cannot be submitted until all fields are completed.

FAQs About Consolidated Banking

How are we going to do the consolidated banking and the register?

That information will be provided soon. No further action is required from you at this time.

What is a consolidated bank account?

A consolidated bank account is a pooling of the assets of each individual Affiliate's accounts into a single interest bearing bank account. Each affiliate that participates in Consolidating Banking will have its own account.

What is the difference between custodial accounts and consolidated banking accounts?

The new JP Morgan-Chase basic bank accounts under consolidated banking system are defined as sums of money similar in source and uses to the bank accounts set up by Affiliates. Under consolidated banking, Corporate ASME will have transparency to all Affiliate bank accounts under one major bank. Corporate ASME will also provide all the services of setting up bank accounts, online access and training officers responsible for managing their Affiliate accounts.

Questions Specific to International Affiliates

Will International Affiliates have to create consolidating banking accounts?

The consolidated banking program is not being rolled out to International Affiliates at this time.

Will International Affiliates have to complete the Transitional Statement and Group Form 990 Checklist?

No, not at this time.

When Affiliates (Section or District) operate in Canada or Mexico and also have a bank account in the U.S, how will that be handled?

The transition applies only to Affiliates that have an EIN and bank accounts in the U.S.

Scholarship Funds

What is a restricted account for scholarships?

A restricted scholarship account is a separate account that is raised and set aside specifically for the purposes of awarding and reporting on payments made to scholarship recipients. No other funds are co-mingled in this account.

What is going to happen to our scholarship fund?

As part of this transition, any restricted scholarship fund accounts maintained by Affiliates will be closed and moved to a single custodian account. The new consolidated scholarship custodian fund structure will improve the quality of ASME financial and tax reporting to the IRS.