

LOCAL HISTORY AFFILIATE ANNUAL REPORT FILING

WHERE DO I FILE?

The Wisconsin Historical Society Local History Affiliate Annual Report can be filed beginning January 1 at:

<https://www.wisconsinhistory.org/localhistory-directory/annualreport/login.asp>

The following information is required to log into the online filing system:

- Organization Name
- Society ID#
- FEIN#

WHAT IS MY SOCIETY ID#?

Your Society ID# can be found on your organizations Local Historical Societies Directory listing web address URL.

Search the Directory here <https://www.wisconsinhistory.org/localhistory-directory/index.asp>.

Example: The Boscobel Historical Society ID# is 31.

[wisconsinhistory.org/localhistory-directory/viewsociety.asp?id=31](https://www.wisconsinhistory.org/localhistory-directory/viewsociety.asp?id=31)

The screenshot shows the website interface for the Wisconsin Historical Society's Local Historical Societies Directory. At the top, there is a navigation bar with a 'BROWSE' button. Below this, the title 'Local Historical Societies Directory' is displayed. A sidebar on the left contains links for 'Directory Home' and 'Email the Wisconsin Historical Society'. The main content area shows a listing for the 'Boscobel Historical Society' with a link to 'Back to previous page' and the society's name repeated below.

WHAT IS MY FEIN #?

Your FEIN # can be found using the Federal IRS Tax Exempt Organization website <https://apps.irs.gov/app/eos/>.

When logging into the online annual report filing system DO NOT include a dash in your FEIN#.

Including a dash in the FEIN# will result in an error message that the SOCIETY ID # is incorrect.

COMMON ANNUAL REPORT QUESTIONS:

STATISTICS: The “statistics” portion of the report which includes membership, attendance, and budget can be estimated. The budget receipts (money received for admission, programming, sales, etc) and the budget expenditures (money spent on supplies, staff, programming, etc) does not need to be exact to the dollar. Reported information is used to track trends in historical organizations throughout Wisconsin, including in membership, attendance, and municipal funding.

OFFICER AND BOARD MEMBERS: Include board and officers names and e-mails are from the most recent election so these individuals receive the e-newsletter and notices of events and opportunities.

ONLINE REPORT SUBMISSION: After submitting the report you will be returned to the log-in page where you began. In approximately 2-4 days you will receive an e-mail indicating your Annual Report has been received and approved.