Chapter Governance Attestation
Due Date: October 15
To: IIA HQ (ChapterRelations@theiia.org), DR, DA

Review of Chapter Bylaws
☑ Our Chapter Board reviewed the Chapter Bylaws or plan to review the Chapter Bylaws during this Chapter year. Note: A copy of the Chapter Bylaws will be submitted to IIA HQ (ChapterRelations@theiia.org) by March 31 as noted on the Reporting Calendar.

☑ Filed all forms and remitted respective fees, as required by each unit of government
The IIA and each of its chapters are separate entities from a legal standpoint,

☑ In the US, the IRS requires each US chapter to file its own federal income tax return. It is very important that US organizations file either a 990, 990EZ, or 990-N (e-Postcard) each year or they risk losing their tax-exempt status; the forms are due by October 15.

☐ In Canada, the Canada Revenue Agency requires an information return (Form T-1044), be filed. Please refer to the Canada Revenue Agency Website at www.cra-arc.gc.ca for the latest updates regarding forms and reporting requirements.

☐ In the Caribbean, IIA HQ has made no attempt to interpret the individual tax laws and requirements. Each chapter should check with the local taxing authorities.

Incorporation Status Confirmation
☒ Our Chapter Board checked with the Secretary of State and I have confirmed that our chapter’s status is currently active or it is on our calendar to check it during the Chapter year, prior to May 31.

Chapter Compact Attestation

The Chapter Compact is a foundational operating agreement and memorandum of understanding between The Institute of Internal Auditors and each of the North American Chapters, outlining the relationship between the entities, as well as the roles and responsibilities of each. In 2013, each Chapter accepted the terms of the Chapter Compact and returned a signed copy to The IIA. The Compact was revised in 2018 and each chapter was asked to accept the terms of the Chapter Compact and return a signed copy to The IIA. The agreement is evergreen, meaning that it will remain in effect until otherwise terminated by either party. As such, each year, Chapter Presidents are asked to acknowledge their role and responsibilities in the chapter’s governance, including acknowledgement of the Chapter Compact and its provisions.

Please attest to the following statements:
☒ I attest that I have reviewed a copy of the Chapter Compact and am aware of my responsibility to promote my Chapter’s adherence to the commitment outlined therein.
☒ I attest that I have shared the Chapter Compact with the Chapter’s officers and Board and have advised them of their responsibility in being familiar with the tenets of and our shared responsibility to abide by the Chapter Compact shared on 9/4/19

Chapter Name: Chapter 80 – Phoenix
Chapter President’s Name: Morgan Kroeger
Chapter President’s Signature: [Signature]
Date Signed: October 14, 2019

Institute of Internal Auditors (Submit to: ChapterRelations@theiia.org) Revised 7/1/2018