

Checklist of Required Forms & Due Dates

<u>Parish & Institution Forms/Reports</u>	<u>Due Date</u>
1. <input type="checkbox"/> Official Catholic Directory Report Make sure your numbers match those on the <i>Status Animarum</i>	On-line Form
2. <input type="checkbox"/> Parish Necrology list (For <i>New Earth</i> remembrance in November)	October 21 st
3. <input type="checkbox"/> EMHC Renewal Report (for terms which expire end of October)	October 21 st
4. <input type="checkbox"/> Parish Board (Lay Officer) Notification Form & \$10.00 filing fee Make check payable to the Diocese of Fargo.	November 1 st
5. <input type="checkbox"/> <i>Status Animarum</i> Form	November 1 st
6. <input type="checkbox"/> October Weekend Mass Census NOTE: The completed Mass Census form goes to your Dean	First Week of November
7. <input type="checkbox"/> Parish Marriage Records Please return any dispensations which were requested, but the marriage was not performed.	January 31 st
8. <input type="checkbox"/> Parish Financial Reports If your parish is on a June-June Fiscal Year, send your reports in by July 31 st .	January 31 st
9. <input checked="" type="checkbox"/> Annual Civil Corporation Reporting Form NOTE: The Annual Civil Corporation Reporting Form is completed by the Chancery and sent directly to the Office of the Secretary of State for North Dakota.	January 31 st