



---

## Introducing a Quicker and Simpler Way to Submit Tax Facts!

1 message

ESAMC Staff Team <esainfo@epsilonsigmaalpha.org>  
Reply-To: esainfo@epsilonsigmaalpha.org

Tue, Aug 5, 2025 at 5:05 PM



---

## We are excited to share some **HUGE** news for Organization Presidents & Treasurers!!

Submitting your organization's Tax Facts just got a *major* upgrade! We've heard your feedback loud and clear; submitting your Tax Facts form was confusing, frustrating, and time consuming. But not anymore!

Introducing the **new Tax Facts Portal Form**: an easy-to-fill, simplified form that does the math for you, and all from the convenience of your Member Portal!

What's new & exciting?

- **No more guesswork!** The form will automatically update and do the math for you!
- **Instantly Submit:** No need to worry about printing out the form, mailing it to us, and then waiting to hear back. As soon as you submit, we've got it!
- **Step-by-step explanations:** The form includes guidance for each field; no more confusion about what should go in each box!

This streamlined tool is designed to **save you time, eliminate confusion, and make submitting your tax facts simple**. Log in to your "[My Account](#)" portal today and check it out.

Reminder: **Tax Facts Forms only need to be submitted once per chapter/council.** Please coordinate with your President or Treasurer and determine who will submit the form.

**Questions? Let us know—we're here to help!**

---

## Where to find the New Tax Facts Form



Only Presidents and Treasurers can access these forms.

Log in to the Member Center on the main ESA website. Next, click on the "My Account" button.



Next, click on the little "person" icon in the upper right hand corner. **Click on your Organization profile from the drop down menu.**

Select the icon with your chapter name

Click on the new tab, "Tax Facts Form"

The Tax Facts Form and Instructions are in the drop down menu under "Treasurer Info"

Next, click on the link from the dropdown menu, "Tax Facts Form".  
Now you're in the form!

The form will have instructions and guidance for each step of the way to make this change as easy as possible for any officer who submits this form on behalf of their organization.

If you wish to complete the form by sending in a physical copy or a filled out PDF to the ESAMC Staff like previous years, you are more than welcome to do so!

You can find the physical form in the portal by clicking on the "Treasurer Info" tab, and then clicking the "Tax Facts Info" link.

---

As always, the ESAMC Staff Team is ready to help you with any and all of your questions! Please feel free to reach out to us if you need assistance by calling us at [970.223.2824](tel:970.223.2824) and emailing us at [esainfo@epsilonsigmaalpha.org](mailto:esainfo@epsilonsigmaalpha.org)

---

## Connect with Us!



#BeTheChangeESA #ESAforStJude #EpsilonSigmaAlpha

2580 East Harmony Road, Suite 301-11, Fort Collins, Colorado 80528

970.223.2824