

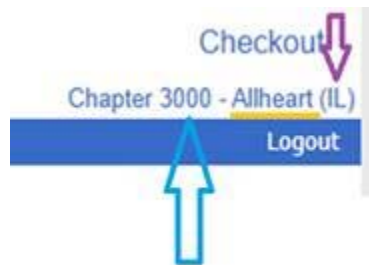
WOTM Official Communication for April 16, 2026

4th Quarter Audit is Due May 15, 2026

The fourth (4th) quarter audit for the chapter year 2025 – 2026, covering the months of February, March and April 2026, is due by May 15th. Please send a PDF or scanned document from the Chapter’s SmarterMail account when emailing. Do not send from your personal account or cell phone. These images are often un-readable and can’t be traced to the chapter.

Chapter Information on FORM 114 and 166

When filling out the FORM 114 or FORM 166 please use the chapter’s information – not the lodge’s. The information to enter on a FORM 114 or FORM 166 is available in LCL. For example: In LCL, toward the upper right hand corner, you will find your Chapter #, Name and State or Province.



The FORM 114 or FORM 166 should be filled in with **Number**, **Name**, and **ST/PROV** of your chapter as it appears in LCL. For example: using the information above, the 114 or 166 upper right hand corner should read as follows:

IMPORTANT! This information must be completed for credit!
CHAPTER NUMBER: 3000
CHAPTER NAME Allheart
STATE/PROVINCE: IL

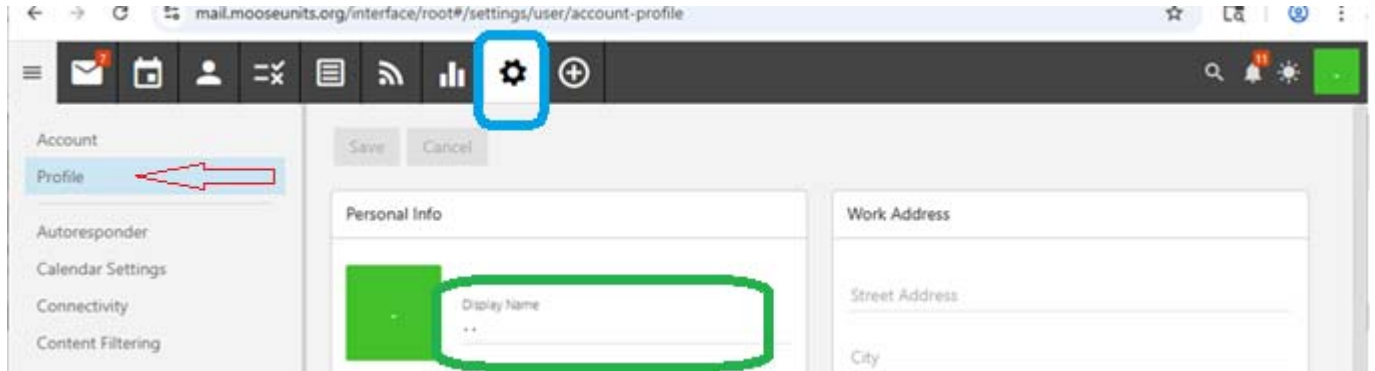
Please do not abbreviate the Chapter Name; while it may be a common reference in your area, our staff may not be familiar with the abbreviated location.

SmarterMail Display Name

Make sure that your Chapter’s name and number are entered in the Display Name field in SmarterMail.

To update, open SmarterMail, go to [Settings](#), click [Profile](#) and type the name and Number of the chapter in the [Display Name](#) field under Personal Info, as shown below.

For example,



Review the Meeting Nights and Mailing/Physical Addresses in LCL

Be sure your meeting nights are listed correctly in LCL. Go to **Fraternal Unit Info** under the Fraternity section on the main page in LCL. While there, also make sure the mailing and physical addresses listed are correct. Any updates to these fields are the responsibility of the chapter Treasurer and should be kept current throughout the year. The financial review committee may also periodically review this information for accuracy.