Ontario State Billing Procedure and Retention Timeline

GK authorizes FS which names to include on the 1845 list

Copies to State Deputy and DD are no longer required

FS sends

Intent to

Suspend

Form 1845 to Supreme

July 31st

30 day window closes for Form 100’s

July 1st

FS sends

Form 100’s

for suspension

to Supreme

FS sends out

Dec 15th

FS sends out

April 1st

Knight Alert

letter Form KA1

FS sends out on behalf of GK

FS provides list of delinquent mbrs to GK

(& retention committee)

First Notice

Form #423

Second Notice

Form #424

Signed by GK and Trustees

FEB

MARCH

APRIL

JUNE

MAY

JULY

JAN

DEC

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 15 Days | 31 Days | 28 Days | 31 Days | 30 Days | 31 Days | 30 Days | 30 Days |

Retention period

Billing period

2nd Billing period

**Suspension period**

Extended grace period

Personal contact from

Retention committee

State Deputy sends a letter to every member

Too late for

Form 100’s

Re-submit

1845 list

Retention committee

starts and continues to contact members