

**MOST WORSHIPFUL PRINCE HALL GRAND LODGE F. & A.M.  
OF  
WASHINGTON AND JURISDICTION**



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## Instructions for completing the Grand Lodge Quarterly Tax Form

*“Top”*

1. Ensure that the Quarter being reported is identified (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>)
2. Enter Name and Number of Lodge
3. Enter City and State where lodge holds meetings (It is not necessary to include the entire address)
4. Enter the days and times that the meetings are held
5. Enter the beginning and ending dates of the Quarter that is being reported on

*“Top Section Left”*

6. Ensure that the Per-Capita Tax amount is listed (currently that amount is \$15.00 per member, per quarter)
7. Enter the total number of **“Active Members”** on the rolls. (This number should not include “Indigent” members as voted on by your craft, It does include “Grand Lodge Honorary Life Members” as voted on and approved by the Grand Body). The amount to be paid for each of these members is \$15.00 each.
8. Enter the number of **“Indigent Members”** on the rolls (as approved by your craft). The amount to be paid for each of these members is \$1.96 each.
9. Enter the number of members **Received by Demit** during this reporting period (Quarter). The amount to be paid for each of them is \$5.00 received by demit fee if demitting in from outside of the jurisdiction. You must include them in your Active Membership as well, #7)
10. Enter the number of candidates that were **Initiated** (received the 1<sup>st</sup> degree of an Entered Apprentice) during the quarter that is being reported. The amount to be paid for each of them is \$10.00. (\$10.00 each Entered Apprentice Initiated)
11. **Dispensations** that are approved by your District Deputy who received his permission from the Grand Master cost \$3.00 each. (i.e. Changing meeting dates or times, canceling meetings etc., all require dispensations)

12. **Prince Hall Day Scholarship Assessment** – This is a one time per year mandatory payment due with the 1<sup>st</sup> Quarter Report “only”. The payment is \$1.00 per each member on your rolls. This includes Active Members, Indigent Members and Grand Lodge Honorary Life Members (Master Masons only)
13. **Assessments** that are approved by the Grand Body or the Grand Master must be paid in the amount and quarters designated on the Assessment.
14. **KOPEI** – “Knights of Pythagoras Education Incentive” is strictly a volunteer donation which can be paid anytime, in any amount that the lodge chooses to donate. Those donations are turned over to the Knights Organization.
15. **Merchandise** or Masonic Supplies and/or the shipping cost that the Lodge owes for are to be accounted for in this box. Also, orders that are being placed with a current Order Form that is attached to the current Quarterly Report. Shipping cost are usually billed to the lodge and can be paid in advance to the Quarterly Taxes and Reports becoming due. However, these costs should be paid with the very next Quarterly Report that is due after receiving your supplies.
16. **Grand Lodge Building Assessment** is \$100.00 payable to the Grand Lodge for each candidate when they are raised to the degree of a Master Mason (3<sup>rd</sup> Degree). This is a one time Assessment and should be included in the lodge fees to make a Master Mason. Brethren who demits into this Jurisdiction from other Jurisdictions must also pay a \$100.00 Building Assessment if they did not pay it in their old Jurisdiction. If the Building Assessment from their old Jurisdiction was less then \$100.00 and they either provide proof or the lodge has researched this and found proof then the demitting Brother must pay the difference between what they have paid and \$100.00 if there be any. If they paid more then \$100.00 Building Assessment in their previous Jurisdiction, they will not be assessed in this Jurisdiction.
17. **Miscellaneous** is the catch all box for monies paid to the Grand Lodge that does not have a category. Please provide a brief explanation on what the payment is for.

**\*\*Adjustments\*\***

18. **Over Payments (Subtract)** this amount is a credit and needs prior approval from the Grand Secretary before being taken by the Lodge. Submit the request for a credit to the Grand Secretary in writing for approval. Provide a detailed explanation justifying your credit request.
19. **Short on last Report (Add)** this amount should be based on your receipt from the last Quarter Report and Taxes Paid or correspondence received from the Grand Secretary addressing your recent tax payment. If you find that you were short, send a letter explaining to the Grand Secretary why you were short and the amount of the short payment

**\*\*Totals\*\***

20. **Total Amount Due** with this report is the total amount of the column added together, minus the Over payment Amount if any. Make all Checks or Money Orders payable to “MWPHGL”
21. **Total Amount Paid** is the actual amount of the Check or Money order that is being submitted with the Quarterly Report. If this amount is **more** then the amount due, the lodge will receive a credit to their account and it will be reflected on the receipt from the Grand Lodge. If this amount is less then the amount due, the Lodge will be notified of the amount due and it will be reflected on the Grand Lodge Receipt.

## ***“Top Section Right”***

### **\*\*Membership\*\***

22. Number of **Active Members** is to include all current members on the rolls of your Lodge except Indigent Members and Grand Lodge Honorary Life Members. If your lodge has Honorary Members from other Jurisdictions, they are not accounted for on any Grand Lodge forms. Their numbers have no bearings on the membership numbers of your lodge and should not be reported to the Grand Lodge. **“We do not recognize dual membership”**
23. Number of Lodge **Indigent Members** is to include those members as voted on by the craft of the lodge to be unable to support themselves with regards to their financial obligations due to their current physical or mental condition or whatever the lodge has determined to qualify them as being indigent. Age does not necessarily make one indigent.
24. Number of **Grand Lodge Honorary Life Members** is determined by the Grand Body during Grand Session. These brethren names can be found on the Grand Lodge Roster. They are the Life Members whose name was placed in nominated at some Grand Session, Voted on and Approved by the Grand Body at that Grand Session. Your Lodge nominated this Brother in accordance with the Code. There are currently only 12 Grand Lodge Honorary Life Members belonging to 10 Lodges.
25. Total Members is the sum of lines 21, 22, and 23.
26. **Initiated** is the number of candidates who received the 1<sup>st</sup> Degree of an Entered Apprentice during this reporting period (Quarter)

### **\*\* Lodge Works and Actions\*\***

27. **No. Degrees Given** is the total number of degrees for each candidate. Example: If you have 5 candidates and each received 3 degrees (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> this Quarter), the total number of degrees given this Quarter would be 15.
28. **Dropped for Non Payment of Dues (N.P.D.)** in accordance with the Lodge’s By-Laws, those Brothers whose membership is no longer being carried by the Lodge (effective the Quarter being reported) due to their refusal to pay their dues and after proper notification and approval of the craft are officially removed from the rolls of the Lodge are to be reported here.
29. **Reinstated** in accordance with the Lodge’s By Laws are for those Brothers who have applied to be accepted back into the craft. Once the By Laws process of the Lodge for reinstatement have been accomplished and is approved by the craft. The Brother once again becomes a member in good and regular standings. The number of Brothers who were reinstated during the Quarter being reporting is entered here.
30. **Received by Demit** is for those Brothers who have demitted into the lodge during the Quarter being reported. Their numbers are reported here and should coincide to some extent with the amounts of Demit Fees and Assessments collected as appropriate.
31. **Demitted** is for the Brothers who have requested and was granted a demit during the Quarter being reported on. Report the number who were granted a demit and is no longer a member of your lodge as a result of the demit here.
32. **Suspended** is for those members of your lodge who though some Masonic process and accordance with the By-Laws of your lodge or Code of Washington was suspended during this Quarter for whatever reason. The number is to be reported here.

33. **Expelled** from Masonry are for those members who again through some Masonic Process on the Lodge or Grand Lodge Level, in accordance with the By-Laws or Code is excluded from all Masonic practices for a designated period of time or indefinitely as described in his Expulsion correspondence. Report these ex-members here.
34. **Deaths** are for reporting the number of Brothers who were current when they met their demised during the Quarter being reported on. Death Certificates should be submitted to the Grand Lodge where possible to allow the payment of the Masonic Relief Benefit.

**\*\*Names and Dates\*\***

*\*This Section is for Names and Dates which coincide with the numbers in the Top Section\**

35. **Name of Indigent** – the names of those Brothers who are being claimed as Indigent per line 22 above must be entered here. “If you cannot provide the names, the brother cannot be claimed as Indigent”.

***“Bottom Section Left”***

36. **Initiated** is to first document the date that the degree was given during the Quarter being reported. Enter the names of each candidate that received a degree on that date and “X” out the box of the degree received. After completing that date, Enter the next date during the reporting quarter that a degree was given, enter the full names of the candidates as it appears on their petition, who received the degree and “X” out the box coinciding with the degree that was given. Continue on with this process until all degrees given for the Quarter are listed. This number should match that which was reported in line item 26. If a candidate belonging to your Lodge received courtesy degree work from another Lodge. The Lodge which the candidate is becoming a member of is to document the degrees receives, “**not**” the Lodge performing the courtesy work.

***“Bottom Section Right”***

37. **Received By Demit** is to document the date that the Brother was officially received by demit in your Lodge. This date should be the same date as reflected in the Lodge’s minutes. Also, enter the full name of the Brother having been received in this section. As a reminder, ensure that all appropriate fees have been collected from the Brother. The number of names reported here should coincide with line item 29.
38. **Dropped for Non-Payment of Dues (N.P.D.)** is to document the actual date and the full names of Brothers who were dropped from the rolls during this reporting Quarter for not having paid his dues in accordance with the Lodges By-Laws. The number of names should coincide with that having been reported in line item 27.
39. **Reinstated** is to list the official date and the names of all Brothers who were reinstated during this reporting Quarter. This date should be the same as listed in the Lodge’s minutes. The number of names reported should coincide with the number reported in line item 28.
40. **Death** is to list all brothers who were current when their demise occurred during the Quarter being reported. Report the Date of their death and their full names. These Brothers beneficiary is eligible to receive Masonic Relief Benefits once the Lodge submits to the Grand Lodge a original copy of the Death Certificate. The number of names of Brothers listed here must coincide with the number of deaths reported in line item 33.
41. **Expelled** is for listing the dates of expulsion and the full names of the Brothers who have been expelled. Remember a Masonic Process has to have occurred for a Brother to have been officially expelled. The process is to follow the Lodge By-Laws and/or the Masonic Code of Washington and Jurisdiction. The number of names of expelled Masons listed here should coincide with the number being reported as expelled in line item 32.

42. **Demitted** is for listing the dates and the full names of Brothers whose request for demit was acted on and granted by the Lodge. The amount of names listed should coincide that reported in line item 30.

***“Bottom Section”***

43. **Total Membership Ending, date** – This date should be from the end of the previous Quarter. Example: If you are reporting the 3<sup>rd</sup> Quarter then the date here would be from the quarter ending December 31, of that Masonic Year. At the beginning of that line in the parenthesis enter the total membership reported during that Quarter. You must review your previous Quarters report to complete this line. Also, at the end of that Quarter if there was an increase or decrease in the lodges total membership numbers, enter the amount by which it increased or decreased. If there were no change, enter “0” on both the increase and decrease lines”.
44. **Total Membership Ending, date** - This date should be from the Quarter being reported. Example: At the beginning of that line in the parenthesis enter the total membership being reported this Quarter. Enter if there is an increase or decrease in the lodge’s total membership numbers, enter the amount by which it increased or decreased. If there were no change, enter “0” on both the increase and decrease lines”.
45. Clearly print or Type the name of the Worshipful Master on the following line allowing enough space for his signature to follow on the same line **(Worshipful Masters please sign here)**. Clearly Print or Type the Worshipful Masters Mailing address on the very next line.
46. Clearly print or Type the name of the Lodge Secretary on the following line allowing enough space for his signature to follow on the same line **(Lodge Secretary please signs here)**. Clearly Print or Type the Lodge Secretary Mailing address on the very next line.
47. **The Lodge’s Seal** should be affixed to the Report. It is the Lodge’s Report and your seal says that you have reviewed the report and all of the information therein is accurate and true to the best of your knowledge.
48. **Date Received at the Grand Secretary’s Office.** This Space is reserved for the Grand Secretary’s Office “only”.

**NOTE: Lodges, make sure that a copy of this report is maintained in the files of the Lodge. If a receipt is not received in a timely manner contact the Grand Secretary. Timely is if your Tax Check has been cashed, get on the Grand secretary for your receipt.**

**If you have any questions with regards to this report, contact the Grand Secretary for “his” correct response.**

***“Read and Heed”***

**“9 He that saith he is in the light, and hateth his brother, is in darkness even until now.”**

**“10 He that loveth his brother abideth in the light, and there is none occasion of stumbling in him.”**

**“11 But he that hateth his brother is in darkness, and walketh in darkness, and knoweth not whither he goeth, because that darkness hath blinded his eyes.”**

**John, Chapter 2 Verse 9, 10 and 11**