# 2024 990 Officer Prep

1. **Officer Updates**

To view the employees currently identified as officers:

* Run a 990EZ Worksheet (Reports > 990 tab > 990EZ Worksheet)
  1. **Officer Status (As of 12/31/2024) – Update the “Officer” field on the employees’ 2024 & 2025 Personal Info tab.**
  2. **Officer Title & Address –** Confirm that all officers have accurate and current titles and addresses.

**We can’t stress the importance of this step enough** – the employee records **must** show the correct officer statuses at year end **before you start the LM**. Changing officer statuses later generally requires reloading ALL of the expense schedules.

**If you have trouble with the steps above – check out our RCS University video titled “Year End Prep – Updating Officer Statuses” at:** [**RCS University**](https://rcsunionsoftware.com/rcs-university/)

There is also a link to RCS University on the Dashboard. Password: university