

# AMVETS NATIONAL LADIES AUXILIARY



## \*BLOCK #1

This is to certify that the officers for the Department of \_\_\_\_\_ have been duly elected and installed, and that they have read and subscribed to the AMVETS Ladies Auxiliary oath of office.

Signature of Installing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

## \*BLOCK #2

This is to certify that our Fiscal Year ends \_\_\_\_\_ and the Internal Revenue Form 990 has been submitted to the Director of Internal Revenue, National Headquarters and Department Headquarters (attach same).

Federal ID# \_\_\_\_\_

- If gross income is over \$25,000, you must attach copy of the 990 (A CPA is recommended).
- If gross income is less than \$25,000 and you received a pre-addressed 990, you must file with the IRS using label and attach a copy of the 990 to this form.

## \*BLOCK #3

This is to certify that the by-laws of this Department, on file with National, have been reviewed but have not been amended or changed from the original copy as submitted \_\_\_\_\_ (date submitted). Amended copy is being/has been forwarded to the National Parliamentarian.

## \*BLOCK #4

AMOUNT OF ANNUAL DUES: \$\_\_\_\_\_ (Please include National and Department portion of dues)

REGULAR MEETING DATE: \_\_\_\_\_ (Month/Day)

DATE NEW OFFICERS WERE ELECTED: \_\_\_\_\_

SEND MEMBERSHIP CARDS TO: \_\_\_\_\_ (Name/Title)

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### **DEADLINE FOR FILING REVALIDATION FORM:**

Departments are required to file and Annual Revalidation/Officers Form, which **must be post-marked by June 30**, with a five-day grace period for Departments whose Convention, is held during the last weekend in June.

DATE: \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_  
(Signature of Department President)

\_\_\_\_\_  
(Signature of Department Secretary)

**\*MANDATORY ENTRIES** – Must be filled in or the Department Auxiliary will not be revalidated.