DEPARTMENT
ANNUAL REVALIDATION/OFFICERS FORM

AMVETS NATIONAL LADIES AUXILIARY
P.O. Box 29
Millersville, MD 21108-9998
PHONE: 301/459-6255 FAX: 301/459-5403

INSTRUCTIONS:

1. This form must be typed or printed legibly in black ink only.
2. All mandatory entries on both pages must be completed or form **will be returned**.
3. Prepare this form in duplicate: (1) copy for the Department files, and (1) copy to National Headquarters.
4. This form **must be postmarked by June 30** or your Department Auxiliary will not be revalidated.

Date:	Officers for the year	Department/State:	Auxiliary #:
Send Official Mail to:			
Address:			
Phone Number:	Fax:	E-Mail:	

TITLE	NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE
President*				
1st Vice*				
2nd Vice*				
3rd Vice*				
Recording Sec.*				
Treasurer*				
Sgt. At Arms				
Chaplain				
PRO				
Parliamentarian				
Executive Sec.				
Hospital				
Americanism				
Scholarship				
Jr. AMVETS				
N.E.C.*				
Alt. N.E.C.				

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

REVISED – SEPT 2025

AMVETS NATIONAL LADIES AUXILIARY
DEPARTMENT REVALIDATION FORM

*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

"Most small tax-exempt organizations whose annual gross receipts are normally $50,000 or less ($25,000 for tax years ending after December 31, 2007 and before December 31, 2010) are required to electronically submit Form 990-N, also known as the *e-Postcard*, unless they choose to file a complete Form 990 or Form 990-EZ instead." **(This is taken directly from irs.gov\eo990n)**

This is to certify that our Fiscal Year ends _____ and the Internal Revenue Form 990, Form 990-EZ or Form 990-N (e-postcard) has been submitted to the Director of Internal Revenue.

Federal ID #_____

If gross income **is over $50,000, you MUST** file a copy of the 990 (a CPA is recommended) with the IRS. If gross income **is less than $50,000, you MUST** file with the IRS Form 990-N (e-postcard), Form 990 or Form 990-EZ.

If the Federal ID # is NOT provided, the Department Auxiliary will NOT be revalidated.

*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 postmarked 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)

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