



**DISTRICT  
ANNUAL REVALIDATION/OFFICERS FORM**

**MAIL TWO (2) COPIES TO:**

AMVETS Ladies Auxiliary  
Department of FL  
Donnajeanne Merritt,  
Executive Secretary  
7520 NE 105<sup>th</sup> Avenue  
Bronson, FL 32621  
Phone: 352-306-0030  
[execsecyfl@gmail.com](mailto:execsecyfl@gmail.com)



**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 triplicate: one (1) copy for the Local files and **two (2) copies** to the Executive Secretary for distribution. **Front and back must be filled out completely and signed in appropriate spaces. Mail to Executive Secretary, must be postmarked on or before May 20, 2023.**

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

TITLE	NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE
President*				
1 <sup>st</sup> Vice*				
2 <sup>nd</sup> Vice*				
3 <sup>rd</sup> Vice*				
Secretary*				
Treasurer*				
Sgt. At Arms				
Chaplain				
PRO				
Parliamentarian				
Liaison				
Hospital				
Americanism				
Scholarship				
Jr. AMVETS				
S.E.C.	-	-	-	-
Alt. S.E.C.	-	-	-	-

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

**Revised 6/2022**

**AMVETS NATIONAL LADIES AUXILIARY  
DISTRICT REVALIDATION FORM**

**\*BLOCK #1**

This is to certify that the officers for District \_\_\_\_\_ of Florida 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 the [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, National Headquarters and Department Headquarters (attach same).

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

If gross income **is over \$50,000, you MUST** attach copy of the 990 (A CPA is recommended).

"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 and mailed to Headquarters by the Deadline of September 15.

**If the Federal ID # in NOT provided, the District will NOT be revalidated.**

**\*BLOCK #3**

This is to certify that the by-laws of this Auxiliary, on file with the Department, 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 Department Parliamentarian.

**\*BLOCK #4**

AMOUNT OF ANNUAL DUES: \$       N/A       (Please include National, Department and Local portion of dues)

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

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

SEND MEMBERSHIP CARDS TO:       N/A       (Name/Title)

Local Membership Processor

ADDRESS:       N/A      

PHONE:       N/A       FAX: \_\_\_\_\_ E-MAIL:       N/A      

**DEADLINE FOR FILING REVALIDATION FORM:**

Local Auxiliaries (within a Department) must file with their Departments by the Department deadline. Departments must then send copies to National Headquarters with their Department Revalidation.

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

CERTIFIED BY: \_\_\_\_\_

(Signature of District President)

(Signature of District Secretary)