



# PAYMASTER GUIDEBOOK

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- i. ALL MCL PAYMASTER FORMS ARE ON THE MCL NATIONAL WEBSITE IN THE LIBRARY
- ii. ALL FORMS ARE IN .PDF FORMAT & SHOULD BE FILLED OUT ON A COMPUTER
- iii. THEY SHOULD BE DOWNLOADED EACH TIME ONE IS NEEDED TO ENSURE YOU ARE USING THE MOST CURRENT
- iv. PAYMASTERS WILL NEED A COMPUTER & INTERNET ACCESS MOVING FORWARD
- v. MEMBERSHIP YEARLY DUES ARE TO BE PAID BY SEPTEMBER 1
- vi. **MEMBERS ARE VETTED w/ RECEIPT OF MEMBERSHIP APPLICATION FOR BY DETACHMENT**
- vii. **MEMBERS ARE CONSIDERED IN GOOD STANDING AS OF DATE DUES AND TRANSMITTAL ARE RECEIVED BY DEPARTMENT PAYMASTER.**

# PAYMASTER GUIDEBOOK

**Section 1** – Purpose of Guidebook \_\_\_\_\_ 3

**Section 2** – Duties of the Paymaster \_\_\_\_\_ 4

**Section 3** – Completing the Transmittal \_\_\_\_\_ 7

**Section 4** – Completing the Request for Transfer Form \_\_\_\_\_ 12

**Section 5** – Completing the Report of Officer Installation Form \_\_\_\_\_ 15

**Section 6** – Completing the Kansas State Forms \_\_\_\_\_ 17

**Section 7** – Completing the IRS 990 \_\_\_\_\_ 22

**Section 8** – Completing the Paid Life Member (PLM) Audit \_\_\_\_\_ 26

**Section 9** – Recommendations \_\_\_\_\_ 28

**Section 10** – Department / Detachment Business Entity Numbers \_\_\_\_\_ 30

## Section 1 – Purpose of the Guide

### The purpose of this guide is:

1. To have all Paymasters understand their duties to the Detachment, Department and Membership.
2. To have all Paymasters reporting the Transmittals in the same uniform manner.
3. To be a reminder on the proper way of filling out Transmittals for all Paymasters.
4. To organize the submitting of Transmittals to make it easier on both the Department Paymaster and National Headquarters.
5. To clearly identify the requirement to submit an annual IRS Form 990.
6. To clearly identify the requirement to keep your State Incorporation current by submitting a Kansas Secretary of State
7. To clearly identify the requirement to submit an annual Paid Life Member (PLM) Audit.



### WEBSITES

MCL NATIONAL / PUBLIC & PASSWORD ENTRY

<https://www.mclnational.org/>

DEPARTMENT OF KANSAS / PUBLIC

<http://www.mcleaguekansas.com/>

MIDWEST DIVISION / COMMANDANTS , ADJUTANT, PAYMASTERS

<http://www.mcleaguekansas.com/midwest.html>

DETACHMENT 1025 / COMMANDANTS, ADJUTANT, PAYMASTERS

<http://www.mcleaguekansas.com/mcl1025.html>

## Section 2 – Duties of the Paymaster

- 1. Maintains Detachment Financial Records:** The Paymaster is responsible for maintaining and providing for review upon request from the Detachment Board of Trustees, Audit Committee, and/or Department/National offices, all financial records and reports for the Detachment. Such records normally include records of revenue receipts, expenditure records, checking and financial account statements and summary reports of financial condition (balance sheet, profit and loss, cash flow, etc.). As a matter of practice, reports of financial condition should be made and reviewed by Detachment officers and/or membership on a scheduled periodic basis.
- 2. Acts As Controller Of Detachment Funds:** Shall keep a true record of all monies received and expended by the Detachment and, in close operation with the Adjutant, prepares up-to-date record of dues paid by the membership and forwards notices to members of their dues who have lapsed and also such other duties as may be assigned to him or her by the Detachment Commandant. On the Detachment banking accounts, the Paymaster should always be the primary signer. The Paymaster is responsible for paying authorized bills, assures the legitimacy of payment requests, budget and/or board of trustee's approvals, prior to releasing funds for disbursement. He/she is also responsible for assuring that proper documentation accompanies requests for payments in the form of invoicing/billing, receipts and approval. This office acts as the policeman for outflows and expenditures on behalf of the Detachment's membership. He/she, therefore, has the right to question expenditures, if necessary, not clearly understood by budget or board of trustees. The Paymaster should always present a question to the Board of Trustees if there is any doubt about disbursement.
- 3. Makes Fiscal and Financial Reports at Meetings:** Keeping officers and members informed as to financial status is important to establishing and maintaining credibility within the organization. The presiding officer should call on the Paymaster for a report at each business meeting. This report should summarize financial transactions since the last meeting and provide a balance of accounts. It is suggested that at least

quarterly the Paymaster report to the Board of Trustees in more detail on account status, and provide balance sheet, profit and loss and cash flow data in writing. By doing so, the officers are aware of status and trends in determining requirements for revenue and/or changes in expenditures. Financial reports by the Paymaster should be written. **Financial reports are not approved at Officer or Membership meetings, they are filed. The final year end audit validates all financial reporting and records are in sync.**

4. **Receives Dues and Forwards Transmittals:** This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. It is extremely important to handle dues and membership transmittals in an expeditious manner. This will be the first impression a new member has of the Marine Corps League to assure timely receipt of the member's card and lapel pin. Dues should be transmitted upon receipt during the month and immediately after a meeting where a new member join. It is acceptable to have only one name on a Transmittal Form. It is equally important that the transmittal forms are done accurately, and the money is forwarded in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies, distributed by Department and National. This will help assure the goal of timely response for membership cards and pins.
  
5. **Handles Tax and Licensing Functions:** Because each Detachment should be incorporated within the state, there will normally be annual forms to be completed from State and/or Federal tax agencies. These forms will request financial data regarding revenues and disbursements and their primary purpose is to assure that the organization is conforming to the articles of incorporation for a Veterans non-profit organization. The Paymaster is responsible for completing and filing the required information accurately and timely. The Internal Revenue Service (IRS) requires all Marine Corps League Detachments to file an IRS Form 990 or Form 990-N e-Postcard.

6. **The Paymaster collates / packages financial documents of Detachment for the Detachment year-end Detachment Audit.** Package to be turned over to the Auditor and Audit committee; Detachment Expense Receipts and vouchers, Check book, Bank account register for year, Detachment Monthly Budget / Income / Expense tracker.

**All checks written must have a receipt and voucher before payment.**

**IMPORTANT: Each Receipt received for payment should contain; Purchasers name, Date of purchase, Purpose of purchase, and Detachment Check number.**



### EXPENSE / DISBURSEMENT VOUCHER

NOTE: EXPENSE REPORT MUST BE SUBMITTED WITHIN TWO WEEKS OF EVENT DATE TO RECEIVE REIMBURSEMENT

<b>NAME:</b> _____ MBR # _____								
<b>Address:</b> _____								
<b>City/State:</b> _____			<b>Zip Code:</b> _____ <b>State:</b> _____					
<b>ACTIVITY:</b> _____ <b>EVENT DATE:</b> _____								
RECEIPT DTE	ITEM(S) REIMBURSEMENT FOR	RECEIPT	AMOUNT	VENDOR				
<b>REIMBURSEMENT TOTAL:</b> _____								
<b>SIGNATURE OF CLAIMANT:</b> _____								
<b>DATE SUBMITTED TO PAYMASTER:</b> _____								
<b>REMARKS:</b>								
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 75%;"><b>Approved By:</b> _____</td> <td style="border: none; width: 25%;"><b>Check Date:</b> _____</td> </tr> <tr> <td style="border: none;"><b>Approved By:</b> _____</td> <td style="border: none;"><b>MCL Check #:</b> _____</td> </tr> </table> <p style="margin-top: 10px; text-align: center; font-size: small;"><i>Commandant &amp; Paymaster or Sr. Vice Commandant</i></p>					<b>Approved By:</b> _____	<b>Check Date:</b> _____	<b>Approved By:</b> _____	<b>MCL Check #:</b> _____
<b>Approved By:</b> _____	<b>Check Date:</b> _____							
<b>Approved By:</b> _____	<b>MCL Check #:</b> _____							
<b>NOTE: ATTACH RECEIPTS + REIMBURSEMENT AMOUNT MUST = RECEIPT AMOUNT</b>								



## PROCEDURES

# TRANSMITTAL FORM

*Membership information is passed on from a  
Detachment to a Department to National  
Headquarters via this form of communication in the  
Marine Corps League.*



# TRANSMITTAL FORM

Detachment # \_\_\_\_\_

Transmittal # \_\_\_\_\_

Det. Profile ID # \_\_\_\_\_

## CODES:

**N(NEW):** New Member Paying Full Dues Between the July 1st and the last day of February

**NAM (NEW ASSOCIATE):** New Associate Member Paying Full Dues Between the July 1st and the last day of February

**R(RENEWAL):** Renewal of a Regular member

**RAM (RENEWAL ASSOCIATE):** Renewal of an Associate Member

**RDM (RENEWAL DUAL MEMBER):** Renewal of a Dual Member

**NDM (NEW DUAL MEMBER):** New Dual Member Paying Full Dues Between the July 1st and the last day of February

**N\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>):** New Member Paying Reduced Dues Between the March 1st and the June 30th.

**NAM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>):** New Associate Member Paying Reduced Dues Between the March 1st and June 30th.

**NDM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>):** New Dual Member Paying Reduced Dues Between the March 1st and June 30th.

**L:** Life Member

**T:** Transfer proper form filled out and signed must accompany the transmittal.

**COAN:** Change of address fill in new address.

**COAO:** Change of address fill in address before change.

**R/I:** Reinstatement of a member. Must have been expired by at least one year.

**DEL:** Delete This can only be done with members who are passed the two years drop point or with accompanying letter stating to terminate membership signed by the member.

**NOD:** Notice of Death entered on a transmittal / complete all boxes including Date of Death. Note, IF using NOD code fill in DATE BIRTH / DEATH actual date of death. This does not change the process the Chaplains presently use. It is meant to supplement.

**CON:** Change of name.

**CARDG:** Replacement of a Gold Life Member Card.

**CARDP:** Replacement of the Plastic Membership Card.

**\*\*:** If you have no updates to a members contact information(Address/Phone/Email) You can check this box and leave those boxes empty.

**PROFILE ID =** Unique number / identifier assigned to a specific MCL Member in the membership database

Can be found on you Detachment copy of roster sent to you by the Department Paymaster / or requested.

# TRANSMITTAL FORM

Detachment # \_\_\_\_\_

Detachment Number: \_\_\_\_\_ Det. Profile ID #: \_\_\_\_\_

Detachment Name: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Detachment Paymaster Name: \_\_\_\_\_

Det. Paymaster Address Line 1: \_\_\_\_\_

Det. Address Line 2: \_\_\_\_\_

Det. Paymaster City: \_\_\_\_\_

Det. Paymaster State: \_\_\_\_\_

Det. Paymaster Zip: \_\_\_\_\_

Det. Paymaster Email: \_\_\_\_\_

Det. Paymaster Phone: \_\_\_\_\_

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Dept. Paymaster Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Dept. Paymaster Email: \_\_\_\_\_

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Transmittal Date: \_\_\_\_\_

Transmittal #: \_\_\_\_\_

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**Detachment Signature:** \_\_\_\_\_ **Department Signature:** \_\_\_\_\_

**Department Date Received:** \_\_\_\_\_

**National Date Received:** \_\_\_\_\_

TO: Membership Supervisor, P.O. Box 1990, Stafford, VA 22555-1990

VIA: Department Paymaster

**PLEASE READ CAREFULLY**

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
2. **Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department**
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
4. **Attach ORIGINAL-SIGNED APPLICATION and/or TRANSFER FORMS (APPLICATIONS or TRANSFER cannot be processed without attached forms). New Members cannot be processed at National Headquarters without a copy of the application**
5. **PRINTING: WHEN YOU PRINT REMEMBER TO ENTER THE NUMBER OF PAGES YOU COMPLETED ON THIS TRANSMISSION**  
This form contains 20 total pages

# MCL "TRANSMITTAL FORM"

*Don't communicate to be understood.  
Communicate so you can not be misunderstood.*

## WHAT IS A PROFILE ID?

As of:	04/01/2021	Division:	MWDIV MIDWEST DIVISION	Department:	KS DEPARTMENT OF KANSAS	Detachment ID:	19775	Life Number	Life Join Date	Mbr Since	Paid:	86
Profile ID	Member	Address		City	St Zip	MemberID						Paid
20773	DENIS ARMSTRONG	22059 W 271ST ST		PAOLA	KS 66071-9303	184572				04/01/2003		Y
20774	WILLIAM C BAILEY	13914 W. 73RD STREET		SHAWNEE	KS 66215	332340		58632	06/30/2014	06/27/2013		Y
20775	DONALD J BEARY	9406 FALCON RIDGE DR		LENEXA	KS 66220	231318		64866	08/03/2020	04/26/2018		Y
20776	MAX BEERUP	8836 N LOCUST		KANSAS CITY	MO 64153-2525	184829		39598	04/20/2024	04/01/2003		Y
20757	KENDRA BOLEJACK	10236 W 96TH TERRACE		OVERLAND PARK	KS 66212-2219	332339				06/27/2013		Y
20778	DAVID EROWN	22772 BEGFORD RD		STILWELL	KS 66083-9189	352830				06/07/2017		Y
20779	WILLIAM E BURGETT	9108 ENGLAND ST		OVERLAND PARK	KS 66212-3931	157587		48636	08/28/2007	03/02/2003		Y

## NEW

A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** FOR EACH MCL MEMBER & DETACHMENT IN THE MCL INFORMATION SYSTEM DATABASE.

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM.

THE DETACHMENT ROSTER CAN NOW BE GENERATED & PRINTED FOR DETACHMENTS AT THE DEPARTMENT LEVEL.

**NOTE, DETACHMENT ROSTERS WILL BE SENT TO DETACHMENTS QUARTERLY OR BY REQUEST FROM DEPARTMENT PAYMASTER**

# TRANSMITTAL FORM

Detachment # \_\_\_\_\_ Transmittal# \_\_\_\_\_

MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)	FIRST	MI	# OF YEARS PAYING
PLM#	**		STREET ADDRESS (OR PO BOX #)	CITY	ST	PRIOR EXPIRATION
PROFILE ID#			E-MAIL ADDRESS	TELEPHONE NUMBER	DATE OF BIRTH/DEATH	

HQ NOTES

MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)	FIRST	MI	# OF YEARS PAYING
PLM#	**		STREET ADDRESS (OR PO BOX #)	CITY	ST	PRIOR EXPIRATION
PROFILE ID#			E-MAIL ADDRESS	TELEPHONE NUMBER	DATE OF BIRTH/DEATH	

HQ NOTES

MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)	FIRST	MI	# OF YEARS PAYING
PLM#	**		STREET ADDRESS (OR PO BOX #)	CITY	ST	PRIOR EXPIRATION
PROFILE ID#			E-MAIL ADDRESS	TELEPHONE NUMBER	DATE OF BIRTH/DEATH	

HQ NOTES

# TRANSMITTAL FORM

Detachment # \_\_\_\_\_

DEPARTMENT DUES: \_\_\_\_\_

**Transmittal #** \_\_\_\_\_

**DEPARTMENT CHECK#:** \_\_\_\_\_

Profile ID # \_\_\_\_\_

NATIONAL DUES ONLY (CODES)	COST PER MEMBER	QUANTITY	TOTAL
N(NEW)	25.00		
NAM(NEW ASSOCIATE)	25.00		
R(Renewal)	20.00		
RAM(Renewal Associate)	20.00		
RDM(Renewal Dual)	20.00		
R/I(Reinstate)	20.00		
NDM(New Dual Member)	25.00		
N*(NEW March 1st-June 30th)	15.00		
NAM* (NEW March 1st-June 30th)	15.00		
NDM* (NEW March 1st-June 30th)	15.00		
L (35 and under)	500.00		
L (36-50)	400.00		
L (51-64)	300.00		
L (65 and over)	200.00		
CARDG	20.00		
CARDP	10.00		
<b>TOTAL:</b>			

**NATIONAL CHECK #:** \_\_\_\_\_

**IMPORTANT**

**Transmittal # example 1025-19-001-002**

- Detachment # (4 digits)
- Fiscal Year (2 digits)
- Transmittal # (3 digits)
- Pages in Transmittal Batch (3 digits)

Each transmittal should have its own separate set of checks (i.e. 1 each for National HQ's and the Dept of Kansas).

This may seem cumbersome, but if a Transmittal is lost and the check was cashed, it can assist the Department and National HQ's to see where the breakdown occurred.

**EACH CHECK SHOULD HAVE THE TRANSMITTAL NUMBER ON IT**

**EACH CHECK SHOULD HAVE THE DETACHMENT NAME & NUMBER ON IT**

# MCL “TRANSMITTAL FORM”

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## MARINE CORPS GOOD BUSINESS PRACTICE

### **SUBMITTING TRANSMITTALS**

This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. **It is extremely important to handle dues and membership transmittals in an expeditious manner.** This will be the first impression a new member has of the Marine Corps League to assure timely receipt of the member’s card and lapel pin. **Dues should be transmitted upon receipt during the month and immediately after a meeting where a new member join.** It is acceptable to have only one entry on a Transmittal Form. It is equally important that the transmittal forms are done accurately and filled out completely, and the money is forwarded in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies, distributed by Department and National. This will help assure the goal of timely response for membership cards and pins. Refer to the Division Paymasters Guide.

# MCL "TRANSMITTAL FORM"

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## NATIONAL ADMINISTRATIVE PROCEDURES

### **MEMBERSHIP "GOOD STANDING" DEFINITION**

#### **Section 7030.**

**Good Standing.** All members shall be considered in good standing in the Marine Corps League.

a. Except when:

(1) Required dues are not paid, and transmitted, on or before membership expiration date. Transmitted to Department Paymaster.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

**Section 7035. Delinquent Member.** A member shall be identified as delinquent whenever the member's dues are not paid and transmitted to Department Paymaster.

**Section 6010. Dues.** The Detachment and Department Paymaster shall immediately remit to the National Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

## Section 4 – Completing the Request for Transfer Form

1. The Request for Transfer Form has TWO purposes.
2. To Transfer a member from one Detachment to another Detachment. He/she is no longer a member of the old Detachment.

To Transfer voting rights at the Department and National level. This is when a Member joins more than one Detachment. A Dual Member normally holds voting rights at whichever Detachment he/she joined first. A member **MUST** execute a Request for Transfer, Section 4 to update their voting rights to a new Detachment.

3. NOTE: An electronic copy of the Request for Transfer Form which you can type into is in the National Website's Library. It can be downloaded to your personal computer for your use.

### Filling out the Request for Transfer Form

**Part 1** – This section is **TO BE COMPLETED BY THE MEMBER**. The member must sign and date Part 1 and then provide the signed document to the Losing Detachment Commandant.

**Part 2** – This section is **TO BE COMPLETED BY THE LOSING DETACHEMNT**. The Losing Detachment Commandant must verify that the member is in good standing and not indebted to the Detachment. Please circle either "is" or "is not" in the (is/is not) section. The Commandant must also provide the membership expiration date or note Paid Life Member (PLM) status in place of the expiration date. The Losing Commandant should sign and date the document. The Losing Detachment Commandant can either provide the Request for Transfer back to the member to hand carry to the new Detachment OR mail it to the Gaining Detachment's Official Mailing Address or Gaining Detachment Commandant's home address.

**Part 3** – This section is **TO BE COMPLETED BY THE GAINING DETACHMENT**. The Gaining Detachment Commandant must approve or disapprove the Transfer. **It is recommended that the new Detachment vote on ALL transfer members. Transfers shall not be automatic until they are reviewed by the membership, DD-214/Discharge verified and voted on.** Once the Transfer Member is approved by the Gaining Detachment, the Commandant should sign and date the Request for Transfer Form. The Commandant should then provide the Request for Transfer Form to the Gaining Detachment Paymaster so he can include it with his/her next Transmittal submission.



**Part 4** – This section is **FOR DUAL MEMBERS ONLY** and should only be completed if the member intends to move his/her voting rights at Department and National Conventions to a new Detachment. The member should also fill out most of Part 1 (Name, Member #, PLM # [if applicable], Address, Phone, D.O.B).

*Request for Transfer EXAMPLE on the following page.*

**The Original Request Form Transfer Form MUST accompany a Transmittal**



MARINE CORPS LEAGUE
REQUEST FOR TRANSFER

1. Printed Name Lewis Burwell Puller Member # 000001 PLM # 000001
Street 75 Kemper Drive Apt #
City Hampton State VA Zip +4 66345
SSN 454-34-2098 Tele# (714) 894-23456 Date of Birth 06/26/1898
Date of Enlistment/Commissioning 06/01/1918 Date of Discharge/Separation/Retirement 06/01/1955
I hereby request that my membership as a Regular Member M-A-L Dual Member Associate Member,
in the Dan Daly Detachment # 1,114 be transferred to the General Larry Oppenheimer
Detachment # 1,025 Department of Kansas as a Regular Member Dual
Member Associate Member or to M-A-L status.

Sign & Date
Signature Date

2. TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. 1,114)
The above member is in good standing; delinquent. Membership expiration date is
Life Member
Member (is not) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this
member is approved disapproved.

Sign & Date
Signature of Commandant Date

3. TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. 1,025)
I have reviewed the foregoing information and hereby approve; disapprove of the transfer of this member.

Sign & Date
Signature of Commandant Date

FOR DUAL MEMBERS ONLY
I certify that I am a Dual Member and I hereby request that my voting rights for Department and National
Conventions be transferred to Detachment # Department of

Signature of Dual Member Date

INSTRUCTIONS (Type or print legibly)
Member requesting transfer: Complete all information in #1 and #4 (if applicable) above. Sign and date
the application in space provided. Forward the form to your current
Detachment Commandant for approval.
Losing Detachment Commandant: Complete the appropriate information in #2. Sign and date the form in the
space provided. Retain one copy for Detachment records and forward the orig-
inal and two copies to the gaining Detachment Commandant. Send one copy
to your Department Paymaster for information purposes.
Gaining Detachment Commandant: Complete # 3 as appropriate. Sign and date the form in the space provided.
Retain one copy. Forward the original and remaining copy to the Department
Paymaster, along with Dues Transmittal Form listing the transferring mem-
ber.
Department Adjutant/Paymaster: Retain bottom copy and forward the original to National Headquarters along
with Dues Transmittal Form listing the transferring member.

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## Section 5 – Completing the Report of Officer Installation Form

The Report of Officer Installation Form should NOT be completed BEFORE the Installation takes place. **The Installing Officer should refuse to sign the document unless it is filled out completely.**

**NOTE 1:** An electronic copy of the Report of Officer Installation Form which you can type into is located on National Website's Library. **Download newest version each time you need to complete this form.**

On the line after where it states “**DET FEDERAL EIN:** \_\_\_\_\_”  
Place the Detachment's Federal Employee Identification Number (EIN). The EIN is unique to your Detachment and is what allows you to open a bank account (aka Tax Payer ID#). **VERY IMPORTANT IT IS ACCURATE & SAME AS LAST YEAR**

On the line after where it states “**DET INCORPORATION ID#**\_\_\_\_\_”  
Place the Detachment's Kansas State Incorporation Number. The INC # is unique to your Detachment. **VERY IMPORTANT IT IS ACCURATE & SAME AS LAST YEAR**

On the line after where it states “**DATE**\_\_\_\_\_” Place the Date of your Kansas State Incorporation Number. This is the Date your Detachment was originally incorporated in the State of Kansas

Follow the example on the following page but be sure to include the following:

- Detachment Name / Detachment #
- Date of Elections / Date & Place of Installation
- Installing Officer & Title
- Detachment Meeting Information
- Detachment Official Email **Address (NORMALLY COMMANDANT, suggest someone with computer able to share info same day. Checks daily)**
- Enter all Officers that are being Installed for the coming year.
- **Renewal Dues Amount (National HQ uses this \$ for Detachment Dues Renewal Notices)**
- Submitted by name & title (The person filling out the form)
- Signature of Installing Officer

**NOTE 2:** If you change Officers mid-year, especially if it is the Commandant OR Paymaster, you should file another Report of Officer Installation Form. This keeps the Department and National up to date and allows for the National to communicate with current person.

**ALL Report of Officer Installation Forms** will be forwarded to the Department Adj.

Profile ID	Member	Address	City	St Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
20833	ALFONSO SANCHEZ	31150 W 170TH TERRACE	GARDNER	KS 66030-8101	360003			01/02/2019	Y
20768	ALFONSO SANCHEZ III	73917 Playa Vista Dr.	Twentynine Palms	CA 92277-1841	361900			05/21/2019	Y
20769	KENNETH E SANDS	8330 GRANT CIRCLE	OVERLAND PARK	KS 66212	226499	L20769	09/29/2021	03/13/2009	Y
20770	MARCIA A SANDS	8330 GRANT CIRCLE	OVERLAND PARK	KS 66212	224980	L20770	09/29/2021	12/02/2008	Y
20834	WALTER H SCHLEY	13760 NW 74th Steeet	PARKVILLE	MO 64152-5133	102217	33618	02/04/2002	03/02/2003	Y
20771	J TODD SEAY	19631 W 97th TERRACE	LENEXA	KS 66220-3347	328459			10/24/2012	Y
219253	David M Seltzer	14690 Travis St	Overland Park	KS 66223	R219253			12/07/2021	Y
20835	DAVID SEWARD	11481 S. Waterford Ct.	SPRING HILOIathel	KS 66061-3449	358334	64943	08/19/2020	09/26/2018	Y
217615	Kenneth E Smith II	13012 W 54th Terrace	Shawnee	KS 66216	R217615			11/03/2021	Y
20836	WILLIAM SOBEK	29737 PLEASANT VALLEY	PAOLA	KS 66071-4358	338453			06/30/2014	Y
20837	GEORGE STEFENELLI	13208 EASTERN AVE	GRANDVIEW	MO 64030-2840	197196	52047	11/20/2009	12/01/2004	Y
20838	CHRISTOPHER R. STERGOS	12 Wallingford Drive	Platte City	MO 64079-9604	245489			06/27/2012	Y
20839	HEATH A STUART	14711 W 149TH ST	OLATHE	KS 66062	343326			06/17/2015	Y
20840	JERRY D SULLIVAN	1231 LAWTON LANE	KANSAS CITY	KS 66103-1645	157031	L20840	03/23/2022	06/04/1999	Y
20841	RONALD M SVEC	6804 W 156TH ST	OVERLAND PARK	KS 66223-3189	240143			06/09/2011	Y
20842	KENNETH SWEARINGEN	8339 YECKER AVE	KANSAS CITY	KS 66109-3476	170442			03/02/2003	Y
20843	MICHAEL W SWEARINGEN	9214 LOWELL AVE	OVERLAND PARK	KS 66212-3146	173247	64937	08/18/2020	03/02/2003	Y
20844	PATRICK M SWEARINGEN	22360 PINE RIDGE DRIVE	FRANKFORT	IL 60423-1814	187497			08/01/2003	Y
20845	CYNTHIA K THOMAS	4912 AUGUST LANE	KANSAS CITY	KS 66106-1744	182050	44443	01/28/2005	03/02/2003	Y
20847	LOUETA S TOSTRUD	6001 W 69TH ST	OVERLAND PARK	KS 66204-1516	157024	48635	08/28/2007	05/04/1999	Y
223704	Kenton T Vayvault	3911 Franklin Ave	Leavenworth	KS 66062	R223704			03/23/2022	Y
207460	DAVID VELASQUEZ	505 S 137TH PLACE	BONNER SPRINGS	KS 66012-5142	364745			01/13/2020	Y
20848	GEORGE W WAUGH	10502 W 50TH TERRACE	SHAWNEE	KS 66203-1653	159310	59341	06/17/2015	06/10/2013	Y
A 223702	Britaney N Wehrmeister	310 W 45th Terrace	Kansas City	MO 64111	X223702			03/23/2022	Y
20849	JOEL WILSON	2913 SE JENNIFER DRIVE	LEES SUMMIT	MO 64063-9303	353886			08/25/2017	Y
A 226384	Sean Winn	10802 W 58th St	Shawnee	KS 66203	X226384			05/25/2022	Y
20852	DAVID YURKOVICH	13840 METCALF AVE APT 13408	OVERLAND PARK	KS 66223	227981	64942	08/19/2020	06/11/2009	Y
20853	MICHAEL W ZENNER	14914 W 84TH ST	LENEXA	KS 66215-4250	194859	44903	05/01/2005	08/01/2004	Y
20854	MONTE R ZINN	9028 DICE LANE	LENEXA	KS 66215-2950	194858	44902	05/01/2005	08/01/2004	Y

A - Denotes Non-Voting Member, M - Denotes Non-voting Multiple Member

## MEMBER NUMBER AND PROFILE NUMBER ARE NOW THE SAME FOR NEW MEMBERS

**Marine Corps League**

Amount on Dues Notice: \$35.00

Detachment: 1025 GEN LARRY OPPENHEIMER

Detachment Profile ID: **19775**

	PLM	Paid	Total Paid	Unpaid
<b>Regular</b>	<b>48</b>	<b>50</b>	<b>98</b>	<b>1</b>
<b>Associate</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>
<b>Multiple</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>48</b>	<b>54</b>	<b>102</b>	<b>1</b>
<b>Voting</b>	<b>98</b>			

**Dues Information**

Amount Shown on Dues Notice: \$35.00  
Amount Detachment Receives: \$10.00

**Detachment Information**

Election Date: 05/25/2022      Incorporation Date: 06/14/1999  
Installation Date: 05/25/2022      Incorporation Number: 2813525  
  
EIN: 48-1217467      L/M Interest Audit Date: 12/31/2021  
990 Submission Received Date:      Charter Date: 06/14/1999  
EIN Submitted to IRS for Inclusion      Charter Location: LENEXA, KS  
Verified on IRS Parent List: True

**Detachment Contact Information**

Name: ALFONSO SANCHEZ  
Email: alsanchezkc@gmail.com  
Phone: 913-306-3715  
Fax:  
Fax to the Attention of:

**Detachment Meeting and Location Information**

Meeting Day: (Monday, Tuesday, etc.) 4TH WEDNESDAY OF MONTH  
Meeting Time: 1830  
Meeting Place (Building Name): VFW POST 7397  
Street Address: 9550 PFLUMM RD  
City/State/Zip: LENEXA, KS 66215

GENERAL LARRY OPPHENHEIMER #1025 2021 - 2022 ROSTER JUNE 07, 2022

Mbr#	Profile ID	Last Name	First Name	Address	City	ST	Zip	YR Paid	Life #	Life Date	Member	Phone	Email	Spouse
X223705	223705	Mancuso	Brian	18640 W 117th Street	Olathe	KS	66061-6554	9/1/2022		3/3/2022	3/3/2022	913-732-3855	bms31@yahoo.com	Kimberly
367891	214738	Mancuso	Kimberley	18640 W 117th Street	Olathe	KS	66061-6554	9/1/2022		4/9/2021	4/9/2021	913-215-8977	kimberleymancuso@gmail.com	Brain
238951	20813	Marble	James W.	1748 S 105th Street	Edwardsville	KS	66111-3487	9/1/2022		3/29/2011	3/29/2011	913-441-4745	marblejamesw@gmail.com	Cyndi
68554	C 20814	Marsolek	Don	6724 W 83rd St #303	Overland Park	KS	66204-3955	Life	39431	3/17/2004	6/4/1999	913-558-5791	happyforwandering@gmail.com	Maria
132163	C 20815	McCoin, PH.D	John J.	3901 Peterson Road #7	Lawrence	KS	66049-3723	Life	35370	11/4/2002	11/1/2002	785-227-9101	MAIL / CALL	
157014	C 20817	McGough	Frank W.	15055 W. 87TH Street #204	Lenexa	KS	66215-4811	Life	30568	8/4/2000	6/14/1999		MAIL / CALL	Joyce
223699	223699	Mullinix	Mark	3956 W 83rd Street	Prairie Village	Ks	66208-5308	9/1/2022		6/4/2008	5/1/2005	909-762-1046	mark.mullinix@gmail.com	
200201	20818	Muro	David r.	12830 Johnson Drive #303	Shawnee	KS	66226-3635	9/1/2022		5/1/2022	3/1/2016	913-276-8997	MAIL / CALL	
346633	20819	Nelson	Marc	4919 Lewis Drive	Shawnee	KS	66226-3635	9/1/2022		9/1/2021	11/20/2020	913-269-6066	gampymarc@gmail.com	Carla
366970	210379	Nguyen	Alexander	20234 W. 90th Terrace	Lenexa	KS	66220-4911	9/1/2022		9/1/2021	11/20/2020	913-314-9984	ALEXANDER-KS@YAHOO.COM	
366968	210375	Nguyen	Tri	20235 W. 90th Terrace	Lenexa	KS	66220-4912	9/1/2022		9/1/2022	11/20/2020	913-579-3993	TRINGUYEN182@GMAIL.COM	
157592	20820	O'Connor	James D.	6918 W 71st Street	Overland Park	KS	66204-1904	Life	34848	8/5/2002	8/1/2002	913-262-6661	<a href="mailto:loconkcs@everestkc.net">loconkcs@everestkc.net</a>	Mary
217616	217616	Ory	Warren K.	421 Gebaur Avenue	Belton	MO	64012-4103	9/1/2022		10/13/2021	10/13/2021	913-279-1433	wmoryr187@gmail.com	
235326	20822	Padilla	Joe G.	4745 Jarboe Street	Kansas City	MO	64112-1332	Life	59035	1/12/2015	8/27/2010	816-531-2281	MAIL / CALL	Rose
356231	20823	Parkes	Jason A.	1400 W Virginia Lane	Olathe	KS	660691-4151	9/1/2022		3/7/2018	3/7/2018	334-614-6693	jparkes@comcast.net	Elizabeth
347134	20825	Patterson	Philip R.	18640 W 117th Street	Manhattan	KS	66503-8031	Life	61408	8/25/2017	3/31/2016	913-972-0936	philippatterson@yahoo.com	N/A
363616	20824	Parrott	Mike	14330 N.W. 66TH Court	Kansas City	MO	64152-8712	9/1/2021		10/1/2019	10/1/2019	979-574-3559	mikeparrott07@gmail.com	Ardis
172996	20826	Patterson	Robert D.	313 Toms Lane	Greencastle	PA	17225-8533	Life	60981	5/9/2017	3/2/2003	717-643-1950	rdpatterson65@gmail.com	Susan
159307	20827	Peterson, Jr.	Daniel L.	10306 Hauser	Lenexa	KS	66215-2164	9/1/2022		3/2/2003	3/2/2003	913-269-3250	dpeterson4951@gmail.com	
359400	20825	Porting	Martin R	1521 Fall Creek Dr	Tonganoxie	KS	66086-5158	9/1/2022		9/1/2005	3/2/2003	913-226-7893	usmenam@earthlink.net	Marguerite
167395	20829	Reyes	Gonzalo M.	1432 S 44th Street	Kansas City	KS	66106-1808	Life	45472	9/1/2005	3/2/2003	913-706-6351	rwrigg35@gmail.com	
157593	20830	Rigg	Robert W.	6908 Bradshaw	Shawnee	KS	66216-2653	Life	30109	11/10/1999	11/1/1999	858-205-5745	joelriggs1976@gmail.com	
233987	20767	Riggs	Joel	4137 S.W. Flintrock Drive	Lees Summit	MO	64082-4112	9/1/2022		5/6/2019	5/6/2019	913-788-7860	MAIL / CALL	
167573	20832	Romero	Marganto	1726 N 79th Terrace	Kansas City	KS	66112-2025	Life	31431	1/22/2001	1/1/2001	913-206-3077	ksands2@gmail.com	Marcia
226499	20769	Sands	Kenneth E.	8330 Grant Circle	Overland Park	KS	66212-3500	9/1/2022		3/13/2009	3/13/2009	913-206-3077	ksands2@gmail.com	Ken
224980	20770	Sands	Marcia A.	8330 Grant Circle	Overland Park	KS	66212-3500	9/1/2022		12/2/2008	12/2/2008	913-206-2695	masands13@gmail.com	
360003	20833	Sanchez	Alfonso	31150 W. 170TH Terrace	Gardner	KS	66030-8101	9/1/2022		1/2/2019	1/2/2019	913-306-3715	alsanchezkc@gmail.com	
361900	20768	Sanchez III	Alfonso	31150 W. 170TH Terrace	Gardner	KS	66030-8102	9/1/2022		5/6/2019	5/6/2019	913-306-3715	MAIL CALL	
102217	20834	Schley	Walter H.	13760 NW 74TH STREET	PARKVILLE	MO	64152-5133	Life	33618	2/4/2002	3/2/2003	816-377-9438	gunnerschley@gmail.com	Kathleen
328459	20771	Seay	Todd J.	2610 W. Mulberry	Olathe	KS	66061	9/1/2022		10/24/2012	10/24/2012	913-208-6138	tseay@lenexa.com	Jennifer
358334	20835	Seward	David	11481 S. Waterford Ct	Olathe	KS	66061-3449	Life	64943	8/18/2020	9/26/2018	913-709-1491	topseward@gmail.com	Karen
219253	219253	Seltzer	David M	14690 Travis St Apt 27102	Overland Park	KS	66223-3864	9/1/2022		10/27/2021	10/27/2021	760-521-8912	seltzerdm1833@gmail.com	
217615	217615	Smith II	Kenneth E.	13012 W 54 Terrace	Shawnee	KS	66216-3804	9/1/2022		10/13/2021	10/13/2021	913-238-4031	kennethsmithllc@gmail.com	
338453	20836	Sobek	William	29737 Pleasant Valley Road	Paola	KS	66071-4358	9/1/2022		6/30/2014	6/30/2014	913-991-1200	lakotavalley@wildblue.net	Fran
197196	20837	Stefenelli	George	13208 Eastern Avenue	Granview	MO	64030-2840	Life	52047	9/1/2009	1/5/2005	706-957-6662	drste@bellsouth.net	Rosemary
245489	20838	Stergos	Christopher	12 Wallingford Drive	Platte City	MO	64079-9604	9/1/2022		6/27/2012	6/27/2012	913-907-0007	stergos1091@yahoo.com	Ananda Prier
343326	20839	Stuart	Heath A.	14711 W 149th Street	Olathe	KS	66062-4637	9/1/2022		6/17/2015	6/17/2015	816-805-4558	hstuart13@gmail.com	Dani
157031	C 20840	Sullivan	Jerry D.	1231 Lawton Lane	Kansas City	KS	66103-1645	Life		9/1/2022	6/4/1999	913-304-0106	jdsullivan56@gmail.com	Deborah
240143	20841	Vec, Jr	Ronald M.	6804 W. 156th Street	Overland Park	KS	66223	9/1/2022		6/9/2011	6/9/2011	913-681-2710	ronmarinemail@aol.com	Judy
170442	20842	Swearingen	Kenneth	8339 Yecker Avenue	Kansas City	KS	66102-3146	9/1/2022		3/2/2003	3/2/2003	913-328-0103	kswearingen75@gmail.com	Bridget
173247	20843	Swearingen	Michael W.	9214 Lowell Avenue	Overland Park	KS	66212-3146	Life	64937	8/18/2020	3/2/2003	913-634-7712	kswearingen@stoglobal.net	Victoria
187497	20844	Swearingen	Patrick M.	22360 Pine Ridge Drive	Frankfort	IL	60423	9/1/2022		8/1/2003	8/1/2003	913-432-2259	patnkaren@hotmail.com	
182052	20845	Thomas	Cynthia K.	5612 Briar Knoll	New Braunfels	TX	78132	Life	44443	9/1/2005	3/2/2003	913-620-8449	cindy05thomas@yahoo.com	Robert
157024	C 20847	Tostrud	Loueta S.	6001 W 69th Street	Overland Park	KS	66204-1516	Life	48635	8/28/2007	6/4/1999	913-831-0822	ummcr05@gmail.com	
223704	223704	VayVault	Kenton T.	3911 Franklin Ave	Leavenworth	KS	66062	9/1/2022		3/23/2022	3/23/2022	913-289-2431	kvayvau1@gmail.com	
364745	207460	Velasquez	David	505 S. 137th Place	Bonner Springs	KS	66012-5142	9/1/2022		11/24/2019	11/24/2019	913-302-6975	dvelasquez@lenexa.com	
159310	20848	Waugh	George W.	10502 W 50th Terrace	Shawnee	KS	6620-1653	Life	59341	6/17/2015	6/10/2013	913-631-2440	gw10502@gmail.com	Sharon
X223702	223702	Wehrmeister	Brittney	310 W. 45th Terrace	Kansas City	MO	64111-3608	09/0/22		23-Mar-22	620-474-9166	bwehrmeister@opconventioncenter.com		
353886	20849	Wilson	Joel	2913 SE Jennifer Drive	Lee's Summit	MO	64063-9303	9/1/2022		8/25/2017	8/25/2017	816-872-4997	wilsonjoel1@gmail.com	Elizabeth
226384	226384	Winn	Sean	1080258th Street	Shawnee	KS	66203-2816	9/1/2022		3/23/2022	3/23/2022	913-68-2457	sean@patriotfeatures.org	

GENERAL LARRY OPPHENHEIMER #1025 2021 - 2022 ROSTER JUNE 07, 2022

Mbr#	Profile ID	Last Name	First Name	Address	City	ST	Zip	YR Paid	Life #	Life Date	Member	Phone	Email	Spouse
227981	20852	Yurkovich	David	13840 Metcalf Ave #13408	Overland Park	KS	66223-7506	Life	64942	8/18/2020	6/11/2009	913-681-1242	davidpy@aol.com	Barbara
194859	20853	Zenner	Michael W.	14914 W 84th Street	Lenexa	KS	66215-4250	Life	44903	9/1/2005	8/1/2002	913-599-1416	zmike5@kc.rr.com	Sarah
194858	20854	Zinn	Monte R.	9028 Dice Lane	Lenexa	KS	66215-2950	Life	44902	9/1/2005	8/1/2004	913-894-4451	zlnmtr@yahoo.com	Janice
<i>Revised based on TRANSMITTAL received by Department of Kansas Paymaster:</i>														
<b>ROSTER WITH WCL HEADQUARTERS TRANSMITTAL 4/1/2022 1025-22-008-01</b>														
<b>BOLD</b>														
<b>Fallen Marines</b>														

Mail Call = 11 Members





# Marine Corps League

## Report of Officer Installation – Detachment

**Detachment** General Larry Oppenheimer Detachment 1025 19775 Kansas  
(Name) (Number) (Profile ID) (Department)

**Federal EIN** 48-1217467 **Incorporation ID No.** 2813525 **Date of Incorporation** 06/14/1999  
05/25/2022 05/25/2022  
(Date of Election) (Place of Installation) (Installation Date)

**Installing Officer's Name and Title** Harvey Harris *PROVCMWD* **Installing Officer Signature** *[Signature]*  
(Installing Officer's Name and Title) (Installing Officer Signature)

**Note: The Officer must be installed to be listed on this form.**

OFFICE Elected / Appointed	MBR#	PROFILE ID	INCUMBENT (include NAME & ADDRESS)	EMAIL	PHONE
Commandant	E	369013	20833 Alfonso Sanchez 31150 W 170th Terrace Gardner, KS 66030-8101	alsanchezkc@gmail.com	H (913) 306-3715 C
Senior Vice Commandant	H	367891	214738 Kimberley Mancuso 18640 W 117th Stereet Olathe, KS 66061-6554	kimberleymancuso@gmail.com	H (913) 215-8977 C
Junior Vice Commandant	E	183854	20797 Kevin Elmer 2309 Grand Avenue Leavenworth, KS 66048-4278	colorsgt09@kc.ir.com	H (913) 651-7049 C
Judge Advocate	E	53187	20506 Joseph Hughes 8021 Hall Street Lenexa, KS 66219-1870	joehughes50@mail.com	H (913) 660-4817 C
Junior Past Commandant	A	353886	20849 66111-2227 Joel Wilson 2913 SE Jennifer Drive Lee's Summit, MO 64063-9303	wilsonjoel1@gmail.com	H (816) 872-4997 C
Adjutant	E	169310	20848 George Waugh 10502 SW 50t Terrace Shaemee, KS 66203-1653	gw10502@gmil.com	H (913) 631-2440 C (913) 530-0109
Paymaster	E	367894	214739 Tara Knighton 6730 Speaker Road Kansas City, KS 66111-2227	taraknighton@gmail.com	H (913) 461-2058 C
Chaplain					H C
Sgt-At-Arms	E	173247	20843 Michhael Swearingen 9214 Lowell Avenue Overland Park, KS 66212-3146	swearingen@sbcglobal.net	H (913) 634-7712 C
Marine 4 Life					H C
					H C

### Date, Time & Place of Detachment Meetings

4th Wednesday/6:30PM/Isadore Hoehn VFW Post 7397 Lenexa, Ks

**Detachment Renewal Dues** *(This amount is the total of Detachment, Department & National dues)*..... **\$ 35.00**

**George Waugh** **Adjutant** *[Signature]* **05/25/2022**  
(Submitted By) (Title) (Signature) (Date)

### Instructions:

- 1) **Detachment Adjutant/Paymaster** sends a copy to the **Department Adjutant/Paymaster**, retaining a copy for detachment records.
- 2) **Department Adjutant/Paymaster** sends a copy to the **Membership Supervisor and Division NVC**, retaining a copy for department records. Membership Supervisor is JD Foster. Email: [jfoster@mcleague.org](mailto:jfoster@mcleague.org)



## Section 6 – Kansas Business Entity

A **Business Entity ID Number** is not the FEIN (Federal Employer Identification Number). The Kansas business entity ID number is assigned by the Secretary of State's office to operate a business in Kansas.

### Kansas Business Entity Record Search

<https://www.kansas.gov/bess/flow/main?execution=e1s4>

Kansas.gov | State Phone Directory | Online Services

# Kansas Business Center

## Business Entity Search Station (BESS)

### Perform a Search

Welcome to the Business Entity Search Station (BESS) for the Secretary of State's office.

Below you will see a list of the various databases our office maintains, along with a brief description of each. Select the link to perform a search.

- [Business Entity Database](#) (view information for a business on file with the Secretary of State)
- [Name Availability](#) (check to see if a business name is available)
- [Charitable Organizations](#) (view information on registered charities in Kansas)
- [Trademark/Service-Mark Search](#) (view information for a Trademark/Service-Mark on file with the Secretary of State)

**Note:** The state of Kansas does not register sole proprietorships, d/b/a, assumed name, trade name or fictitious name entities. Therefore the Secretary of State cannot provide a Business Entity database. These are considered "live" and are updated with information every 10 minutes from the Secretary of State's office.

Click

Kansas.gov | State Phone Directory | Online Services | Home | Contact | Feedback

# Kansas Business Center

## Business Entity Database Search

The search will bring back a maximum of 400 results. Please review the [Helpful Hints](#) section to learn more about searching by a business name.

Please note that the state of Kansas does not register sole proprietorships, d/b/a, assumed name, trade name or fictitious name entities.

Search:

- [By business entity name](#)
- [By business entity ID number \(not the FEIN\)](#)
- [By a keyword](#)
- [By a resident agent's full name](#)
- [By a resident agent's name: keyword](#)

**Note:** [K.S.A. 45-230](#) prohibits using names and addresses derived from public records for certain commercial purposes. This includes using public records to sell property or services. Please view the statute for more details.

Be advised the information contained as the "Business Summary" is for informational purposes only. It is not an official filing with the Secretary of State's office and should not be relied on as such. Please view the actual documents filed by customers with the secretary of State's office to ensure accurate information. When filing a Uniform Commercial Code statement on an entity, consult with your attorney to ensure the correct debtor name.

## Business Entity Search

### Search by Name

To search for a business by name please enter it in the space provided below.

Name of Business:

*Enter a Search Name / enter begining of specific name*

**It may take up to 60 seconds for results to appear. Please be patient.**

The business entity database is updated every 10 minutes - this is considered "real-time" data. Please visit [Helpful Hints](#) for assistance with a business name search.

## Business Entity Search

### Search Results

Searched: Marine Corps League

A maximum of 400 search results are displayed. Visit [Helpful Hints](#) if search assistance is needed.

Your search results are listed below. You may select a specific business to view more detailed information, as well as obtain a certificate or letter of good standing.

#### Results

	Name	ID Number	Status
<input type="button" value="View Record"/>	MARINE CORPS LEAGUE INC. DET. 1025	2813525	ACTIVE AND IN GOOD STANDING
<input type="button" value="View Record"/>	MARINE CORPS LEAGUE, DEPT. OF KANSAS INC.	1735174	ACTIVE AND IN GOOD STANDING
<input type="button" value="View Record"/>	MARINE CORPS LEAGUE, EDWIN A SCHUMACHER DETACHMENT 740, INC.	2930154	ACTIVE AND IN GOOD STANDING
<input type="button" value="View Record"/>	MARINE CORPS LEAGUE, SOUTHEAST KANSAS DETACHMENT INC.	0997866	ACTIVE AND IN GOOD STANDING

*Click to view historical records*



Kansas Secretary of State  
Kansas.gov Entity Search

## BUSINESS ENTITY FILED DOCUMENTS

As part of our ongoing mission to be the least complicated, most accessible office in state government, we are proud to offer business entity documents online. Always review the actual document to ensure reliable information. Call our office at (785) 296-4564 if you experience any issues with this system, document errors, or would like certified copies of documents. We hope this system is useful and makes our office less complicated and more accessible.

Please read the following notice and check the box below if you agree to the terms:

**K.S.A. 45-230 prohibits using names and addresses derived from public records for certain commercial purposes. This includes using public records to sell property or services. Persons are also prohibited from obtaining public records with the intention of making the records available to a third party for such purposes. Violation of this law is a civil offense punishable by fine. Violations will be referred to the Attorney General or district attorney for prosecution.**

"I declare that the information obtained from the records will not be used for a prohibited purpose."



Next



Kansas Secretary of State  
Kansas.gov Entity Search

## BUSINESS ENTITY FILED DOCUMENTS

Entity ID: 1735174 Entity Name: MARINE CORPS LEAGUE, DEPT. OF KANSAS INC.

Document available online. To view the documents you may need to download [Adobe Acrobat Reader](#).

Document not available online. Please contact the Kansas Secretary of State's office at 785-296-4564 for information on obtaining copies of those documents.

Document	Number of Pages	Date	Document Type
	?	07/2018	CHANGE OF RO OR RA
	1	12/2017	ANNUAL REPORT
	1	12/2016	ANNUAL REPORT
	1	12/2015	ANNUAL REPORT
	1	12/2014	ANNUAL REPORT
	1	12/2013	ANNUAL REPORT
	1	12/2012	ANNUAL REPORT
	1	12/2011	ANNUAL REPORT
	1	12/2010	ANNUAL REPORT



Click on icon to view record

# Kansas Secretary of State

## Resident Agent and/or Registered Office Amendment

- File Date: 2018-07-24
- File Time: 18:12:46

1. Business Entity Name: MARINE CORPS LEAGUE, DEPT. OF KANSAS INC.
2. Business Entity Number: 1735174
3. Resident Agent: Harvey L. Harris
4. Registered Office: 149 SW Meadow Ln Topeka, KS 66606

"I declare under penalty of perjury pursuant to the laws of the state of Kansas that the foregoing is true and correct."

Executed on the 24 of July , 2018.

Harvey L. Harris  
Authorized Officer



I, Kris W. Kobach, Secretary of State of Kansas, do hereby certify that this is the true and correct copy of the original document filed electronically on 24 of July , 2018.

Kris W. Kobach

To validate the authenticity of this electronically certified document please visit,  
<https://www.kansas.gov/rora-amend/validate.do> and enter the following authentication

# Filing annual report with the State of Kansas

<https://www.kansas.gov/annual-reports/index.do>

[Kansas.gov](#) | [State Phone Directory](#) | [Online Services](#)



## Electronic Annual Report Filing System

To file an annual report electronically, you will need the following:

- Business entity name and/or business entity I.D. number per the Secretary of State's records.
- The entity must have an active or delinquent status to file online. [Perform a Business Search](#)
- Major credit card or checking account (for electronic check submission).

Payment:

- For-Profit Entities will pay a flat fee of \$50.00.
- Not-For-Profit Entities will pay a flat fee of \$40.00.

General Information:

- Browse the [FAQ](#) section for more information regarding this filing.
- All information provided is for the annual reporting period.
- If you are not prepared to file electronically, you can obtain a [paper form](#) from the Secretary of State's Web site.
- The electronic application's version of the annual report cannot be submitted by mail to the Secretary of State; it is solely for the purpose of electronic submission.
- Do not use the back button at any time while filing.

If you are ready to file electronically, please enter your business entity name and/or I.D. number in the fields below.

Business Entity Name:

Business Entity I.D. No.:  [Forgot your number?](#)

Do not use spaces, dashes, or underscores when entering your I.D. number.

 **MAKE SURE NAME & NUMBER SAME AS REGISTERED**

## Section 7 – Completing the IRS 990 N

### Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

About filing: Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ, must be submitted electronically.

- The Form 990-N electronic-filing system moved from Urban Institute’s website to IRS.gov in February 2016. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won’t be asked to register again when filing next year.
- **Form 990-N must be completed and filed electronically. There is no paper form.**
- Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.
- Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide \(PDF\)](#) while registering and filing.  
**Most common problems can be avoided by following the User Guide.**
- For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at [877-829-5500](tel:877-829-5500). A representative will file your Form 990-N information.
- Organizations should continue efforts to file, even if late.

### Who must file

Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less can satisfy their annual reporting requirement by electronically submitting Form 990-N if they choose not to file Form 990 or Form 990-EZ instead.

## Form 990-N Filing Due Date

**Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. You cannot file the e-Postcard until after your tax year ends.**

**Example:** If your tax year ended on December 31, the e-Postcard is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, **organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status.** Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year.

### Information you will need when filing Form 990-N

Form 990-N is easy to complete. You'll need only eight items of basic information about your organization.

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).
2. Tax year
3. Legal name and mailing address
4. Any other names the organization uses
5. Name and address of a principal officer
6. Web site address if the organization has one
7. Confirmation that the organization's annual gross receipts are \$50,000 or less
8. If applicable, a statement that the organization has terminated or is terminating (going out of business)

## IRS WEBSITES

Form 990 Overview course at StayExempt.IRS.gov

<https://www.stayexempt.irs.gov/home/existing-organizations/form-990-overview>

**User Guide .PDF for Form 990-N Electronic Filing System (e-Postcard)**

**REVIEW THIS DOCUMENT FOR MOST CURRENT INFORMATION**

<https://www.irs.gov/pub/irs-pdf/p5248.pdf>

**Tax Exempt Organization Search**

<https://apps.irs.gov/app/eos/>

The screenshot shows the IRS Tax Exempt Organization Search interface. At the top, there is the IRS logo and a search bar. Below the logo are navigation links for 'Help', 'News', 'Language', 'Charities & Nonprofits', and 'Tax Pros'. A horizontal menu contains 'File', 'Pay', 'Refunds', 'Credits & Deductions', and 'Forms & Instructions'. The main heading is 'Tax Exempt Organization Search'. Below this, there are three columns of search criteria: 'Select Database' (Search All), 'Search By' (Employer Identification Number), and 'Search Term' (481217467). Below these are 'City' (Lenexa), 'State' (KS), and 'Country' (United States). At the bottom, there are 'Search' and 'Reset' buttons, and a link for 'Search Tips'.



# Marine Corps League

EIN: 48-1217467 | Lenexa, KS, United States

## Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> Tax Year 2017 Form 990-N (e-Postcard)
> Tax Year 2016 Form 990-N (e-Postcard)
> Tax Year 2015 Form 990-N (e-Postcard)
> Tax Year 2014 Form 990-N (e-Postcard)
> Tax Year 2013 Form 990-N (e-Postcard)
> Tax Year 2012 Form 990-N (e-Postcard)

*Click on Tax Year you want to reference*

# Marine Corps League

EIN: 48-1217467 | Lenexa, KS, United States

## Form 990-N (e-Postcard) ⓘ

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

> Tax Year 2017 Form 990-N (e-Postcard)		
<b>Tax Period:</b> 2017 (07/01/2017 - 06/30/2018)	<b>Mailing Address:</b> 11232 Pflumm Road LENEXA, KS 662154811 United States	<b>Gross receipts not greater than:</b> \$50,000
<b>EIN:</b> 48-1217467	<b>Principal Officer's Name and Address:</b> William R Clinton 11232 Pflumm Road Lenexa, KS 662154811 United States	<b>Organization has terminated:</b> No
<b>Legal Name (Doing Business as):</b> Marine Corps League		<b>Website URL:</b>
> Tax Year 2016 Form 990-N (e-Postcard)		

## Section 8 – Completing the Paid Life Member (PLM) Audit

The Paid Life Member Fund is governed by the National Bylaws, Article Six, Section 645. It is a separate monetary fund that is maintained by National Headquarters. The PLM Fund pays out Interest Dividends annually in the Spring. Each level receiving a 1/3 disbursement (1/3 to National; 1/3 to the Department; 1/3 to the Detachment). In order for your Detachment to receive any money from the National PLM Fund you are required to complete a PLM Audit.

1. National Headquarters will send your Detachment a “Life Interest Check List” sheet with your 30 June Detachment Roster.
2. The Detachment should verify all LIVING Life Members. If a Life Member is recently deceased, annotate his date of death on the PLM Audit next to his name. NOTE: All deceased Life Members should have had a MCL “Notice of Death Form” submitted for them. The Notice of Death Form is available on the National website <https://www.mcleaguelibrary.org/>. A Notice of Death form & Transmittal entry “NOD” is the ONLY way to remove a deceased person from your Detachment Roster.
3. The Detachment will receive a disbursement for each Life Member who has been a Life Member for MORE THAN 2 years as of the date on the PLM Audit sheet. Normally 30 June. (i.e. PLM Date 03/2012 would be eligible to receive a disbursement with the Spring 2016 payout; PLM Date, 4/2014 would NOT be eligible until 2017 Spring payout)
4. **The Detachment Commandant & Detachment Paymaster must SIGN & DATE the PLM Audit. Print your name under your Signature.**
5. **The PLM Audit MUST be forwarded to the Department Paymaster by 15 November.** The Department Paymaster will forward to National HQ to meet their deadline of 31 December. **If they are postmarked 31 DECEMBER or prior, they will be included in that years PLM Audit results at National HQ. Please see example.**
6. **TAPS** date on this form is the date MCL National informs Semper Fi Magazine of death.

**Marine Corps League**  
**Life Interest Check Edit List for**  
**Fiscal Year: 2018**

Life# 60276  
 Date: 7/1/16

<u>Member#</u>	<u>Name</u>	<u>Life Number</u>	<u>Lifecode</u>	<u>Life Join Date</u>	<u>eligible</u>
<b>MIDWEST DIVISION</b>					
<b>DEPARTMENT OF KANSAS</b>					
<b>Detachment: 612 - S E K Department: KS</b>					
98111	ADDIS LONIE	34097	PL	04/2002	True
139925	BEEVER ARNOLD E	16855	PL	12/1997	True
71489	BROWN JIM	12189	PL	08/1994	True
244670	COOK TONY A	57516	PL	11/2013	True
64940	DOLLISON DAN P	9544	PL	10/1992	True
<del>106888</del>	<del>ERWIN DONALD</del>	<del>14384</del>	<del>PL</del>	<del>03/1996</del>	<del>True</del>
64961	FUQUA DAVID	37265	PL	08/2003	True
65799	GARMAN GENE	47496	PL	12/2006	True
182702	HARDING LLOYD E	39023	PL	02/2004	True
64964	HUDIBURG WALTER	6331	PL	05/1990	True
132928	HURST DICK	42337	PL	12/2004	True
80204	JONES RICHARD E	46573	PL	11/2006	True
174542	KECK THOMAS J	55729	PL	11/2012	True
187238	MARSHALL BOB	53320	PL	12/2010	True
64944	MORRISON LEONARD	10196	PL	04/1993	True
64942	NELSON WALTER	10313	PL	04/1993	True
188304	PRUNTY MICHAEL	48726	PL	09/2007	True
64968	SCOTT JAMES V	8278	PL	02/1992	True
33332	SLOAN JOE	46181	PL	10/2006	True
64943	STARK LEON R	46575	PL	11/2006	True
183684	STARK LEON R	46575	PL	11/2006	True
95345	STEWART DONALD W	9625	PL	11/1992	True
100632	THOMPSON DANNY	10656	PL	07/1993	True
70121	WOODS RAYMOND H	57517	PL	11/2013	True
126995	CALDWELL JOHN L	61367	PL	08/2017	False
241076	HOLLOWAY KENTON	62235	PL	04/2018	False

TAPS - date entered by MCL National when they notify Semper Fi Magazine of death

DETACHMENT CORRECTION EXAMPLE  
 Deceased 01/01/2018  
 Actual Date of Death.

2/23/17

5/17/17

Total Eligible Life Members for 612 - S E K **24**

Total Non-Eligible Life Members for 612 - S E K **2**

Total Life Members for 612 - S E K **26**

**REVIEW FOR ACCURACY**  
 MAKE SURE NOTED CORRECTIONS HAVE BEEN ADDRESSED VIA Notice of Death Form & a Transmittal with "NOD" Code. Submit to Department Paymaster by November 15

**"We certify the Life Audit is correct"**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Commentant**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Paymaster**

# 2022 PLM Pay Out

MCL MIDWEST/PLM 2022



**NVC Midwest Jan Denney**

to KS, Harvey, Midwest, me

Wed, May 25,  
10:34 AM

105 MOUNT SURIBACHI	19769	11	30.36	1	1 \$ 30.36	
612 S E K	19770	20	55.2	1	1 \$ 55.20	
682 GEN LEWIS W WALT	19771	50	138	1	1 \$ 138.00	
730 TRI-RIVERS	19772	12	33.12	1	1 \$ 33.12	
740 EDWIN A SCHUMACHER	19773	3	8.28	1	1 \$ 8.28	
773 AIR CAPITOL	19774	50	138	1	1 \$ 138.00	
1025 GEN LARRY OPPENHEIMER	19775	37	102.12	1	1 \$ 102.12	
					\$ 505.08	

Semper Fidelis,

## Section 9 – Recommendations

1. Keep good records that can be passed down to your successor. Hard copies and/or electronic files are acceptable. You can use computerized accounting software such as QuickBooks, Quicken, etc. If you keep all your documents and record keeping on a computer, make sure to have a back-up on an external hard drive or cloud storage.
2. PRINT or TYPE legibly on all documents.
3. Detachment Paymasters should seek out the advice and assistance at the Department level before calling National Headquarters.
4. Fill out all forms COMPLETELY. The Department Paymaster will check the documents and send them back to you if they are not correctly filled out.
5. All Detachment banking accounts should have at least THREE (3) people listed on them. That way if one person becomes deceased, the other two can still access the accounts.
6. All Detachment checks should have TWO (2) signatures on them. NOTE: The exception to this rule is dues checks made out to the Department of Kansas and dues checks made out to MCL National HQ's. **EXCEPT FOR Transmittals to Department.**
7. The National Website [www.mcleaguelibrary.org](http://www.mcleaguelibrary.org) has all the electronic forms available for you to download and utilize. Download each time you need a form to ensure you are using most current.
8. By 15 November complete IRS 990 for your Fiscal Year (15 April if on Calendar Year).
9. By 15 November complete PLM Audit and send to Department Paymaster.
10. With Detachment Adjutant reconcile your Detachment Quarterly Roster to make sure your membership is current with their annual due's renewal. Verify that National HQ's has input every Transmittal you sent them. The National Roster is made available Quarterly (31 March, 30 June, 30 June, 31 December).

11. If a member chooses not to renew, ask why. Learning why a member leaves the MCL is important. Could your Detachment have done anything differently to keep this member? Encourage the member to join or transfer to another Detachment.
12. **DO NOT wait to send in Transmittals. Every member deserves to have his/her membership renewal processed in a timely manner.**
13. All Checks to the Department of Kansas should be made payable to: **Dept of KS MCL**. Write ONE (1) check to the Department per transmittal batch.
14. All Checks to National Headquarters should be made payable to: **National HQ, MCL, Inc.**
15. **Only write ONE (1) check to National Headquarters per transmittal batch.**

Incorporated by act of Congress

3619 Jefferson Davis Hwy  
Suite 115  
Stafford VA 22554

703-207-9588



# MARINE CORPS LEAGUE

National Headquarters

October 2, 2020

To Whom It May Concern,

Subj: Marine Corps League Gen Larry Oppenheimer Detachment (#1025) (KS)

EIN: 48-1217467

The Gen Larry Oppenheimer Detachment (#1025) of the Marine of the Marines Corps League is a properly formed 501c4 organization listed on Parent Group 955 with a deductibility of 1. This entity is in good standing with the parent organization.

The entity is entitled to status that can raise money from donors whose donation would be tax-deductible according to IRS Publication 4838.

Thank you,

A handwritten signature in black ink, appearing to read "Bob Borka".

Robert (Bob) Borka  
Chief Operating Officer  
Headquarters Marine Corps League  
[bborka@mcleague.org](mailto:bborka@mcleague.org)  
EIN: 23-1598250