



THE AMERICAN LEGION

GUIDELINES FOR ISSUANCE OF A POST SUPPLEMENTAL CHARTER

Post must have the following prior to applying for Supplemental Charter:

Permanent Charter:

To obtain the post permanent charter application, visit our website to find all current Legion/SAL charter related forms at www.legion.org/publications/256646/legion-sal-charter-forms. Once the required forms have been completed to include required attachments, submit directly to the American Legion Department state headquarters office for processing. Contact information for state offices can be found on our website at www.legion.org/departments.

Employer Identification Number (EIN#):

Apply **online** at <https://app.irs-ein-tax-id.com/nonprofit> or via an **SS-4 Form** visit (*instructions*) <https://www.irs.gov/pub/irs-pdf/iss4.pdf> and (*form*) <https://www.irs.gov/pub/irs-pdf/fss4.pdf>.

Articles of Incorporation:

Visit www.statelocalgov.net/50states-secretary-state.cfm to locate the Secretary of States' contact information in your state.

Reminder: Once the application has been completed it must be sent through your state American Legion headquarters office, remember to include the Articles of Incorporation obtained through your the Secretary of States' office.

Notice: If a post name changes while a Supplemental Charter is in place, the charter shall be "null and void". The Post must re-apply and file for an amended Articles of Incorporation with the Secretary of States' office with the new post name. The Post must then re-apply for a Supplemental Charter by completing the supplemental charter application and submit along with the amended Articles of Incorporation and any other supporting documentation through your state headquarters office.

Posts should incorporate to limit the liability of its members!