



# THE AMERICAN LEGION POST SUPPLEMENTAL CHARTER GUIDELINES

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

## **Permanent Charter:**

To obtain the post permanent charter guidelines and application, visit our website at [www.legion.org/information-center/in-the-media/publications/organization-membership-awards](http://www.legion.org/information-center/in-the-media/publications/organization-membership-awards). Once the application has been completed submit to the state American Legion Department headquarters office for processing/approval. Contact information for state American Legion offices can be found on our website at [www.legion.org/about/organization/departments](http://www.legion.org/about/organization/departments).

## **Employer Identification Number (EIN#):**

Apply for EIN tax ID number online at [www.irs-ein-tax-id.com](http://www.irs-ein-tax-id.com) or click the links below to download the instructions and application form.

(SS-4 Instructions) [www.irs.gov/pub/irs-pdf/iss4.pdf](http://www.irs.gov/pub/irs-pdf/iss4.pdf)

(SS-4 Application Form) [www.irs.gov/pub/irs-pdf/fss4.pdf](http://www.irs.gov/pub/irs-pdf/fss4.pdf)

## **Articles of Incorporation:**

Visit [www.statelocalgov.net/50states-secretary-state.cfm](http://www.statelocalgov.net/50states-secretary-state.cfm) to locate the Secretary of States' office 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 the Secretary of States' office and completed Supplemental charter application.

**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!**