VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY

UNWAVERING SUPPORT

FOR UNCOMMON HEROES™

TREASURER'S GUIDE

Updated July 2026

TABLE OF CONTENTS

Chain of Command.....5

IRS Form 8822-B.....6

What is MALTA and what can I do as a Treasurer in MALTA?.....6

Shortcuts Area.....7

Important Reports Located in Reporting Center.....8

Membership Management and Processing.....8

Processing New and Rejoining Member Applications.....9

Processing Annual Continuous Dues.....10

Processing Annual Converting to Life Dues.....11

Processing Transferring Member Applications.....13

Error in Processing Membership Dues or other Financial Transaction in MALTA.....14

Notification and Obligation-New Members.....15

Continuous Membership Pins.....15

Members in Good Standing.....15

Cancellation Requested by Member.....15

Removing Ineligible Members.....16

Replacing a Lost or Damaged Membership Card.....16

Membership Information.....17

Membership Summary Form.....17

Membership Change/Update Form.....17

Department Members At Large.....18

Annual Member Dues Renewal Reminders.....19

Annual Membership Dues Collected Directly from Auxiliary or Member via MALTA.....19

Life Membership Per Capita Payout.....19

Duties of the Treasurer.....20

Gift Guide.....23

Auxiliary Audits.....23

Direct Deposit/ACH.....23

Record Retention Guide.....24

Tax Information.....24

Tax Return – Form 990-N e-postcard.....25

Frequently Asked Questions.....28

Chain of Command

As members of the Veterans of Foreign Wars Auxiliary, we are bound by the principles and guidelines set forth in our National Bylaws. One of the most fundamental aspects of our organizational structure is the adherence to the chain of command, which ensures that all issues and concerns are addressed at the most appropriate and effective level.

It is imperative that all members and Auxiliaries first seek resolution of guidance and concerns through their respective Districts and Departments before escalating matters to National Headquarters or National Officers. Our Department Presidents are entrusted with the responsibility to oversee and manage issues within their jurisdictions. They possess the experience, knowledge, and authority to handle concerns efficiently and in accordance with our bylaws, policies, and procedures.

By following this structured approach, we accomplish several key objectives:

1. **Efficiency and Expediency** - Addressing issues at the District and Department levels allows for quicker resolution, as these leaders are familiar with local circumstances and can respond in a timely manner.
2. **Preservation of Organizational Integrity** - Ensuring adherence to the chain of command fosters unity and respect within our organization, reinforcing the effectiveness of our leadership structure.
3. **Reduction of Unnecessary Burdens** - National Headquarters and National Officers handle strategic and overarching matters affecting the entire organization. Resolving issues at the local level minimizes the need for their involvement in matters that can and should be addressed by District and Department leaders.
4. **Empowerment of Leadership** - Trusting and supporting our Department Presidents in their duties strengthens their ability to lead and uphold the values of the VFW Auxiliary.

All members are reminded that bypassing the proper channels disrupts the structure designed to serve our organization effectively. Should a matter remain unresolved after all proper avenues have been exhausted at the District and Department levels, then escalation to National Headquarters may be appropriate. However, the vast majority of concerns can and should be managed by those closest to the issue.

We appreciate your cooperation and commitment to ensuring the integrity and efficiency of our organization. By working together and following the proper channels, we can continue to serve our veterans, their families, and our communities with the excellence that defines the VFW Auxiliary.

IRS Form 8822-B

When a new Treasurer takes office, they will need to file IRS form 8822-B within 60 days of assuming office. By filing this form with the IRS, you are notifying the government of a change in the responsible party for the Auxiliary. Please note this form may be found in the Treasurers Resources area in MALTA or on the IRS website.

What is MALTA and what can I do as a Treasurer in MALTA?

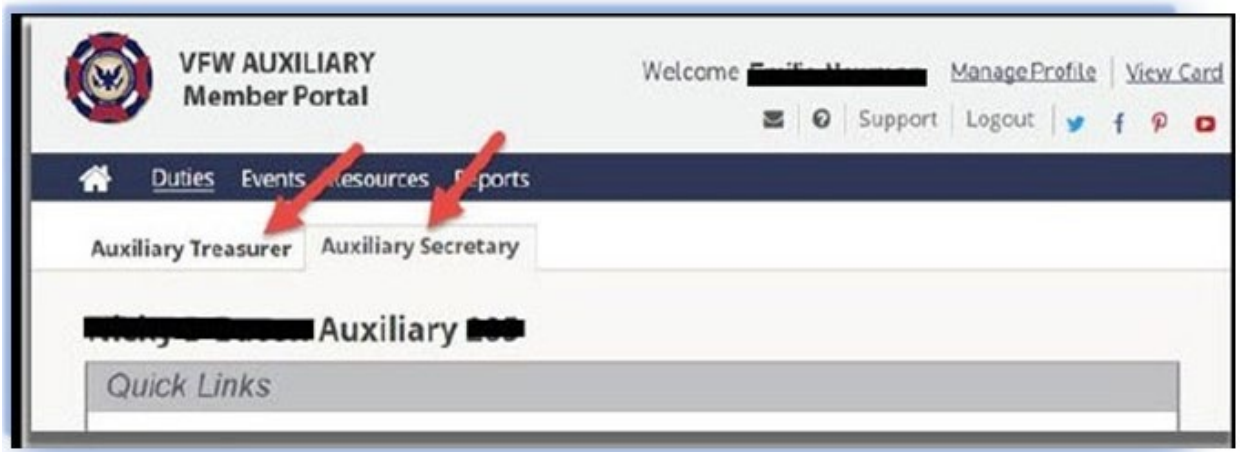
MALTA is the name of the membership database that the VFW Auxiliary utilizes. The acronym stands for **M**embership **A**nd **L**eadership **T**echnology **A**ccess. In MALTA, Treasurer's may update a member's profile, pay membership dues, register members for National events, make gifts to National programs, and run various reports.

Once in MALTA (accessed via the VFW Auxiliary National website www.vfwauxiliary.org) , your personal dashboard will appear. This provides information about your Auxiliary. Individual Members will have the same dashboard. Officers at all levels have a "Duties" tab in the menu bar at the top. If you hold multiple offices on multiple levels of the organization, you may have multiple tabs once you click "Duties".

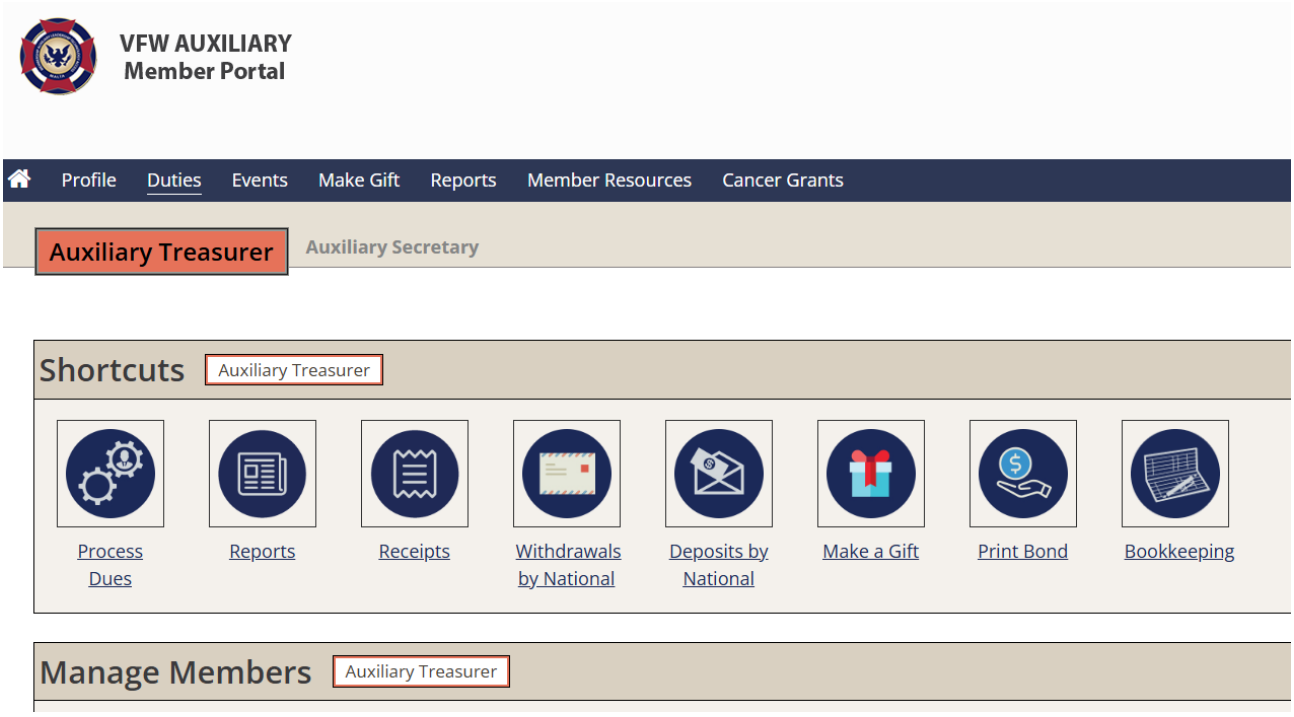
Dashboard



Duties



Shortcuts Area



Important Reports Located in Reporting Center

Available only to President, Secretary and Treasurer.

- Click on "Duties" in MALTA.
- In the Shortcuts area at the top, click on the "Reports" icon.

PLEASE NOTE: The "**Reports**" tab in the menu bar at the top is different from the Reports Shortcut Icon. The "**Reports**" tab in the menu bar at the top has limited reports available and is accessible by every member in good standing in the VFW Auxiliary.

Membership Management and Processing

Please Note: Treasurer forms including membership application, instructions and training materials are available in Treasurer Resources area in MALTA. Click on Duties tab in MALTA, choose the Treasurer role, under the area of Manage Auxiliary (District, or Department), choose the Treasurer Resources hyperlink.* ***Only membership applications with a revision date of January 2026 or later in the bottom right-hand corner of the application with be accepted.*

Below is chart of who processes the different types of membership dues in MALTA.

Member Type	Cash	Check	Credit Card
NEW (annual or life)	D	D	D
CONTINIOUS ANNUAL	A	A	M
ANNUAL CONVERTING TO LIFE	A	A	M
REJOING ANNUAL OR LIFE	D	D	D
TRANSFERRING	D	D	D

A = Auxiliary Treasurer
D = Department Treasurer
M = Member

TIP -- Current members may pay their annual dues or convert to life on-line at (www.vfwauxiliary.org) or via phone (866-299-1286).

Processing <u>New</u> and <u>Rejoining</u> Member Applications

See Bylaws, Sec. 102

**Please note that fully completed and legible applications for <u>NEW</u> and <u>REJOINING</u> members must be sent to the Department Treasurer for processing.*

The <u>Applicant</u> must:

1. Complete Membership Application (**<u>MUST be legible</u>**) in its entirety.
2. Provide proof of eligibility. Proof of service to establish eligibility for membership rests with the applicant. A detailed guide to determining eligibility is available in the Bylaws, Sec. 101.
3. Pay admission fee (if required by the Auxiliary) and membership dues (Annual or Life Member) directly to local Auxiliary.

The <u>Auxiliary</u> must:

1. Investigate eligibility and vote to accept or reject application (record this data on the membership application in the applicable areas).
2. Provide a receipt for dues payment to the member as proof of membership until a membership card is issued.
3. Record Member's information in Auxiliary records.
4. Return proof of eligibility to applicant.
5. Transmit a copy of the member's fully completed Membership/Transfer Application, Membership Summary Form, and prepare a check payable to VFW Auxiliary, Department of _____ for payment of Department and National portion of dues or Life Membership fees, that are not being paid by credit card, to the **<u>Department Treasurer</u>**. Contact your Department Treasurer for the best way to transmit the information to your Department Treasurer.
6. After a reasonable amount of time (2 weeks or so) has passed, check MALTA membership records to ensure dues were properly processed by the Department. Contact Department Treasurer to follow up as necessary.
7. If the membership is being paid via credit card, after the Department Treasurer enters the application into MALTA, a text message and email will be sent to the contact information on the application with a payment link. **No credit card information is to be entered on the application.**

Processing Annual Continuous Dues

**Please note: If a member's address is marked as a "Bad Address", the address must be corrected before processing dues.*

- Dues should be input into MALTA or transmitted to your Department Treasurer when received from the member. Dues should NOT hold for any reason.

Follow these steps:

1) Receive check, cash or money order from member for payment of annual dues.
2) A receipt must be provided to member for any type of payment. This receipt is proof of eligibility until the member receives a membership card from National Headquarters. This template may be found in the Treasurer Resources area in MALTA.
3) Record payment received in Dues Record Book or other permanent record.
4) Record payment received in Treasurer's Cash Book or on a computerized system, printed and secured in a permanent book.
5) Login to MALTA and follow the easy-to-use steps to pay dues for an annual continuous member. The Department and National portion of the dues will be deducted from your Auxiliary's checking account. This is the fastest and most efficient way to pay dues.
    a) Login to your MALTA account.
    b) Click on "Duties".
    c) Click on "Process Dues" icon in the Shortcuts section.
    d) Search for Member:
        1. All Unpaid Annual Members,
        2. Search by Member Name or
        3. Search by Member ID.
    e) Click on the box to the left of the member's name.
    f) Payment Method Dropdown Menu: eCheck/ACH
    g) Check Agreement to debit account.
    h) Click on "Pay Dues" to complete transaction

OR

6) Prepare check payable to VFW Auxiliary, Department of _____ for payment of Department and National dues. Complete Membership Summary Form. Send check, Membership Summary Form and copy of Membership/Transfer Application form(s) to your Department Treasurer.

7) After a reasonable amount of time (2 weeks or so) has passed, check MALTA membership records to ensure dues were properly processed by the Department. Contact Department Treasurer to follow up as necessary.

8) Current members may log in to MALTA and pay dues using a credit card.

Processing <u>Annual Converting to Life</u> Dues

**Please note: If a member's address is marked as a "Bad Address", the address must be corrected before processing dues.*

- Dues should be input into MALTA or transmitted to your Department Treasurer when received from the member. Dues should NOT be held for any reason.

Follow these steps:

1) Receive check, cash or money order from member for payment of life dues.

2) A receipt must be provided to member for any type of payment. This receipt is proof of eligibility until the member receives a membership card from National Headquarters. This template may be found in the Treasurer Resources area in MALTA.

3) Record payment received in Dues Record Book or other permanent record.

4) Record payment received in Treasurer's Cash Book or on a computerized system, printed and secured in a permanent book.

5) Login to MALTA and follow the easy-to-use steps to pay dues for an annual continuous member. The Department and National portion of the dues will be deducted from your Auxiliary's checking account. This is the fastest and most efficient way to pay dues.

   a) Login to your MALTA account.

   b) Click on "Duties".

   c) Click on "Convert to Life" hyperlink in the Manage Members section.

d) Search for Member by membership id

e) Confirm member's mailing address is correct and update if necessary.

f) Indicate whether the Life Membership is a gift. If marked as a gift, the life membership card will be sent to the Auxiliary Treasurer.

g) Check Agreement to debit account.

h) Click on "Pay Now" to complete transaction

OR

6) Prepare check payable to VFW Auxiliary, Department of _____ for payment of life membership dues. Complete Membership Summary Form. Send check, Membership Summary Form and copy of Member Edit/Change form(s) to your Department Treasurer.

7) After a reasonable amount of time (2 weeks or so) has passed, check MALTA membership records to ensure dues were properly processed by the Department. Contact Department Treasurer to follow up as necessary.

8) Current members may log in to MALTA and pay convert to life using a credit card.

Life Membership Fee Schedule

Age*	**Fee**
Through 20	$253
21-25	$242
26-30	$230
31-35	$219
36-40	$213
41-45	$201
46-50	$196
51-55	$184
56-60	$173
61-65	$161
66-70	$150
71-75	$132
76-80	$109
81-85	$86
86-90	$69
91 and over	$58

***Age attained as of December 31st of the year applying for Life Membership**

Processing Transferring Member Applications

See Bylaws Section 106

**Please note that fully completed and legible applications for TRANSFERRING members must be sent to the Department Treasurer for processing.*

Any member in good standing may apply to transfer to any Auxiliary.

- Transferring members do NOT need to provide proof of eligibility. Member must present their current valid membership card as proof of eligibility.
- A completed, legible Membership/Transfer Application must be submitted and accepted.
- If applicable, payment of dues must accompany application.
- The member shall not be liable for admission fees.
- Transfers are counted immediately in the new Auxiliary.
- Retain a copy of the Membership/Transfer Application.
- A new Life Member card will be sent to a life member at no charge when they transfer.

**In order to maintain continuous membership and receive credit for prior years of service, all transferring members (themselves) must secure a statement from the Auxiliary in which they previously held membership. This statement must advise that continuous membership was held at the time of transfer, giving the date of election to membership and certifying continuous years of membership and be signed by the Auxiliary President and Treasurer with the Auxiliary seal affixed. Refer to Section 106A of the Bylaws.

Continuous Transfer Members are members that paid dues to a different Auxiliary for the prior year but pay current dues to your Auxiliary.

Non-Paying Transfer Members are members that have already paid current dues to a different Auxiliary and then transfer to your Auxiliary.

The Auxiliary must:

1. Investigate eligibility and vote to accept or reject application (record this data on the membership application in the applicable areas).
2. Provide a receipt for dues payment (if applicable) to the member as proof of membership until a membership card is issued.
3. Record Member's information in Auxiliary records.

4. Transmit a copy of the member's fully completed Membership/Transfer Application, Membership Summary Form, and prepare a check payable to VFW Auxiliary, Department of _____ for payment of Department and National portion of dues or Life Membership fees, that are not being paid by credit card, to the **Department Treasurer** (if applicable). Contact your Department Treasurer for the best way to transmit the information to your Department Treasurer.

5. After a reasonable amount of time (2 weeks or so) has passed, check MALTA membership records to ensure the application and dues (if applicable) were properly processed by the Department. Contact Department Treasurer to follow up as necessary.

Error in Processing Membership Dues or other Financial Transaction in MALTA

- The Treasurer is responsible for ensuring all transactions are processed correctly and in a timely manner. If an error is discovered and it is still the same business day that the transaction was processed, the Auxiliary Treasurer may void the transaction by following the below steps:

1. Login to your MALTA account.

2. Click on "Duties".

3. Be sure that you are logged into the correct officer role (e.g. Treasurer).

4. Click on "Receipts" located in the Shortcuts section at the top. This will open a page listing all the receipts that have been processed for your entity.

5. Determine which receipt needs to be voided and click on "Click to Void" on the right-hand side of the screen. A window will pop up. Double check that you've selected the correct information/receipt.

6. Click on "Void Payment". Click on "Yes" to complete void transaction. The receipt information will disappear from the payment history.

- If an error is discovered and it is no longer the same business day, contact the Department Treasurer immediately and explain what occurred. The Department Treasurer will communicate with VFW Auxiliary National Headquarters to see what can be done to correct the issue.

Notification and Obligation-New Members

See Bylaws, Sec. 103

Please refer to the Bylaws for procedure for both accepted and rejected members.

Continuous Membership Pins

See Bylaws, Booklet of Instructions (Yellow Section)

Members in Good Standing

See Bylaws, Sec. 104

How do I know if a member is in good standing?

1) Membership Year of the Auxiliary is from January 1 to December 31.
2) A member paid through December 31 is in good standing.
3) A member ceases to be in good standing on January 1 immediately following the year for which their dues are paid.
4) A member will not be in good standing until their dues are paid for the current year.
5) A member who is not in good standing cannot attend meetings nor hold an office and is not eligible for a Cancer Grant.
6) Dues must be paid by June 30 to remain a continuous member.
7) If a member does not pay their current dues (processed in the MALTA system by June 30), they cease to be a member and must rejoin the organization.

Cancellation Requested by Member

1) Member must send request directly to National Headquarters (not through Auxiliary Treasurer).
2) Request must include name, address, membership ID number and daytime phone number for verification.
3) The request CANNOT be a form letter, pre-typed by the Auxiliary Treasurer.
4) Cancellation requests are permanent and cannot be revoked.

Removing Ineligible Members

See Bylaws, Sec. 108

1) Eligibility must be challenged at an Auxiliary meeting of the level to which the member belongs by motion made and passed.

2) Must send a copy of the member's application, a copy of the service record of the veteran under whom the member joined and a copy of the minutes from the meeting where the motion was taken to your Department.

PLEASE NOTE: *A member remains eligible and in good standing until a Special Order to remove them has been issued by the National President*.

Annual Membership Cards

Beginning July 1, 2026, physical annual membership will not longer be produced. Annual members may access their virtual membership card by logging into their MALTA account on the VFW Auxiliary website or by using the MALTA App. In extreme circumstances, Treasueres can print a paper version of a membership card in MALTA.

Replacing a Lost or Damaged Life Membership Card

1) Login to MALTA.

2) Click on "Duties".

3) Scroll down to "Order Membership Cards".

4) Search for member.

5) Confirm Address.

6) Click on "Pay Now". The replacement fee will be processed in MALTA and the funds will be deducted from the Auxiliary account on file.

7) There is a $10 charge for replacement Life Member cards.

8) Replacement membership cards will be directly sent to the member.

OR

9) Send fully complete Membership Change/Update Form, including check for replacement fee, to Department Treasurer.

PLEASE NOTE: *You can also access & print paper versions in MALTA. Members can download digital versions of their membership cards via MALTA*.

Membership Information

To get a full listing of your members and their contact information:

1) Click on “Duties.”
2) Scroll down to the section labeled “Manage Members.”
3) Click on “View Members.”
4) You can search based on several criteria.

Membership Summary Form

This form may be found in the Treasurer Resources area in MALTA.

This form is used to summarize the amount of National and Department dues being transmitted to the Department Treasurer.

1) May be required each time annual dues and a check are transmitted to Department Treasurer. You may also use a form designated by your Department. Contact your Department Treasurer for instructions.
2) Keep a copy for your records.

Membership Change/Update Form

This form may be found in the Treasurer Resources area in MALTA.

This form is used for:

- Requests for life membership cards.
- Converting a member from annual to life paying by cash or check
- Member’s changing a name, address, phone number or e-mail address.
- Report a death of a member.
  - Is **NOT** to be used for Member transfers.

How to Make Changes to Member Profile / Contact Information & Report Deceased Members

In MALTA:

- To edit name/address/phone/e-mail:
  1. Click on “View Members” in the Manage Members area.
  2. Search for member.

3. Once the member is located, click on “Edit” on the far-right side of their contact information.
4. Update info, scroll down and click on “Save”.

Member deaths should be reported as soon as the Auxiliary becomes aware of member’s death.

To mark a member as deceased in MALTA:

1. Click on “View Members” in the Manage Members area.
2. Search for member.
3. Once the member is located, click on “Edit” on the far-right side of their contact information.
4. Scroll down and click the check box for “Member is Deceased”
5. The date the member passed maybe entered (if known) in the Deceased Date box
6. Scroll down and click on “Save”.

Department Members At Large

- Annual dues are determined by each Department’s Council of Administration.
- Completed Membership Application, proof of eligibility and payment of annual dues (and admission fee if new member) must be sent to Department Treasurer.

Department Members at Large May:

- Visit Auxiliary, District, Department, or National meetings, but shall NOT enter into the business of these bodies.
- Participate or volunteer in National Programs.
- Receive a Cancer Grant, if eligible.
- Purchase self-pay insurances and burial benefits.
- Receive VFW Auxiliary Magazine and e-newsletter.
- Participate in member benefits received through the mail, email or listed on the National website.

Department Members at Large May Not:

- Hold an office at the Auxiliary, District, Department, or National level.
- Be a Delegate to any District, Department or National Convention and therefore cannot vote. (i.e., vote on Resolutions).
- Qualify for certain group insurance plans.

Annual Member Dues Renewal Reminders

1) Treasurer and Membership Committee should contact all annual members to collect current dues.
2) Personal contact is important.
3) Send a more personal letter to unpaid annual members.
4) Run the Dues Renewal report in MALTA and print them out, ready to mail.

Annual Membership Dues Collected Directly from Auxiliary or Member via MALTA

For annual membership dues that are paid in MALTA by the local Treasurer, a portion of the dues paid are for Department dues. For annual membership dues that paid in MALTA directly by the member, a portion of dues paid are for Auxiliary and Department dues. Twice a month (around the 15th and after month end reconciliation is complete), National will issue an ACH for annual dues that are payable to Auxiliaries and Departments.

Life Membership Per Capita Payout

Auxiliary, Department and National dues payouts will be issued from the Life Membership Fund as follows:

January For all living Life Members based on the location of their membership (i.e., Auxiliary or Member at Large) who are processed in the National Headquarters database (MALTA) as of December 31.

August For all new, living Life Members for the current year and whose life applications were processed between January 1 and June 30. Based on the location of their membership (i.e., Auxiliary or Member at Large) who are processed in the National Headquarters database (MALTA) as of June 30.

Payout amounts are based on the annual actuarial report, which provides a suggested amount in order to maintain the integrity of the fund. The payout amount each year is voted upon by the National Council of Administration. Beginning January 2027, the payout per Life Member is $10.50, which is $3.50 each to the Auxiliary, Department and National level.

Duties of the Treasurer

See Bylaws, Sec. 813, 813A, 813B

*Please Note: *Treasurer forms, instructions and training materials are available in the Treasurer Resources area in MALTA*.

Auxiliary, District, and Department

The following items are meant to assist the Treasurer in fulfilling their duties and to assist the Auxiliary in using good business practices.

- Hold all monies and securities in an FDIC or equivalent banking institution.
- Account for all funds in books. (ledger, cash book, or a computerized system, printed and secured in a permanent record book).
- Collect all money due.
    - Under receipts, the Treasurer shall report the amount of dues received from each member since the previous meeting. Any discrepancies should be reviewed immediately. Following the meeting, the Treasurer will enter the dues in the Treasurer's bound ledger, cashbook or in a computerized system.
- Provide a receipt for all cash.
- At each meeting, the Treasurer shall make a report following the Presentation of the Minutes and provide a copy to the Secretary to incorporate into the minutes. Report shall include:
    - Balance on hand at last report.
    - Amount received from all sources since last report including name of person or firm to whom receipts/checks are issued and the purpose of the receipt/disbursement.
    - Amount expended since last report.
    - Balance on hand in each fund.
    - Comply with all federal, state, and local laws.

Types of Accounts

See Bylaws, Sec. 813A

CHECKING – In the sole checking account of the Auxiliary, the following funds will be maintained:

- General (unrestricted monies, which may be expended for any purpose)
- Relief Fund - See Bylaws, Booklet of Instructions (Yellow Section)
- National and Department Dues*
- Cancer Insurance*, Kitchen*, Hospital*, etc*

*These funds contain restricted monies, which may be only used for the purposes for which they were received.

Please note the only exception to the single checking account rule is:

Bingo, Gaming or similar activity – sometimes state law requires monies from gaming activities to be maintained in a separate checking account. This is the only time an Auxiliary may have a second checking account.

Savings and Investment

Savings and investment accounts as approved by the body of the Auxiliary.

Credit and Debit Cards

- Credit cards and ATM cards are **NOT** allowed to be possessed by an Auxiliary.
- Per Section 813A of the Bylaws, Auxiliaries may possess a debit card.

Relief Fund Guidance

Please reference: Bylaws, Booklet of Instructions (Yellow Section)

Accountable Officers Bonds

See Bylaws, Sec. 814

- The offices of President and Treasurer must be bonded.
    - Bonds cover the offices of the President and Treasurer and not the individual holding the office. This means if there is a change in the individual holding the office; the new individual will automatically be bonded.
- Bonds run from September 1st to August 31st each year.
- National Headquarters carries a schedule bond in which Auxiliaries may participate at a group rate.
- The bonds shall be with an indemnity company authorized by National Headquarters or the Department.
    - If not bonding through National:
        - The Auxiliary or District must receive Department Council of Administration authorization to bond with a different company.
        - Submit a copy of the bond receipt from the authorized different company to the Department Treasurer to forward to National Headquarters.
    - The bonds shall be in an amount that is at least 125% of the amount of funds and value of property for which the President and Treasurer may be accountable.
    - The minimum amount of the bond is $10,000.

- The amount of the bond shall be approved by the body.
- The bond premium shall be paid from the general fund.
- The President shall hold the bond and deliver it to their successor in office.
- Bonds are available to purchase after July 1 for the upcoming year.
- Bonds purchases must be processed prior to September 1st.
- Upon the receipt of payment, an electronic Bond Receipt will be available for the President or Treasurer to download. Expect a 7 to 10 business day delay for the bond on all ACH transactions due to payment clearance.

Please note: *Bonds may be purchased in MALTA. A bond application is available in the Treasurer Resources area and may be mailed with a check for the premium of the bond to National Headquarters.*

Utilization of the Bond

In the event that a shortage is discovered the following process should be followed:

1. Contact the Tallman Insurance Agency at 816-753-2345.
2. Follow through with any instructions that the Tallman Insurance agency gives.

- National Headquarters is not involved with the handling or use of the bond. All questions should be directed to the Tallman Insurance agency.
- Bonds only cover dishonest acts that have occurred within the past 12 months.
- Proof of dishonest acts on the part of the President and/or Treasurer are required in settlement of a claim.
- Losses resulting from burglary by an outsider, fire, flooding, etc. are not covered under the bond.
- Members who are not yet legal age or are known felons and are elected as President or Treasurer, will render the bond null and void.
- Applicable Bylaws must be strictly complied with.
- The master insurance policy is on file at National Headquarters.

Bingo and other gambling funds are not covered under this bond. If your Auxiliary has gambling operations, you should bond the individual accountable for the gambling funds through a separate policy. To obtain a quote on group rates, you may contact Tallman Insurance Agency at 406 West 34th St., Suite 806, Kansas City, MO 64111, or call them at 816-753-2345.

Gift Guide

Gifts to National Programs may be made on behalf of the auxiliary through MALTA by selecting the "Make a Gift" button under the Shortcuts Menu on the Treasurer's Duties page. Please note that all gifts for the VFW National Home other than Health & Happiness should be sent directly to the VFW National Home (such as support of houses, life memberships, bricks, etc.). Mail checks that are made payable to:

VFW National Home

3573 South Waverly Rd.

Eaton Rapids, MI 48827

Also, note that any gifts to the VFW to support their programs should be sent directly to the VFW. Mail checks that are made payable to:

VFW

406 West 34th Street

Kansas City, MO 64111

Auxiliary Audits

Please note: *Audit forms and instructions can be found in the Treasurer Resources area in MALTA*.

Per Sec. 814 of the Bylaws, audits are due to the Department Treasurer within 60 days of the close of the quarter. Please refer to the chart in Section 814 of the National Bylaws.

Direct Deposit/ACH

Please note: *ACH Authorization form can be found in the Treasurer Resources area in MALTA*.

Per Section 813 of the National Bylaws, the Treasurer is responsible for keeping National Headquarters up to date with banking information for the Auxiliary. National Headquarters will only issue funds via "Direct Deposit" or ACH. This will ensure that money from National Headquarters is deposited immediately into your Auxiliary, District or Department's bank account. No paper checks will be issued.

If your Auxiliary changes bank accounts, it is highly recommended that the Treasurer log into MALTA and update the bank account information for the Auxiliary by clicking on "Bank Account". If the Treasurer updates the bank account information through MALTA, then NO paperwork will need to be submitted to National Headquarters.

OR

The Treasurer and President must fill out a blank VFW Auxiliary ACH Authorization Form and attach a pre-printed voided check for the new bank account to the form. If a voided check is not available, a letter from the bank on the bank's letterhead indicating who is the new legal account holder, the routing number and account number, would be acceptable. These items would need to be immediately sent to the VFW Auxiliary National Headquarters office to the attention of the Accounting Department.

Record Retention Guide

Please reference the RECORD RETENTION GUIDE in the VFW Auxiliary Podium Edition:

Bylaws and Ritual, "Booklet of Instructions" (yellow pages), for detailed information including a list of applicable records and their suggested minimum retention period.

Tax Information

See www.irs.gov to access forms & for further information.

Federal Employer Identification Numbers (EIN)

- A Federal Employer Identification Number (EIN) is a nine-digit number assigned by the IRS for filing and reporting purposes.
- An Auxiliary will need to obtain an EIN in order to open a bank account, pay wages, or apply for tax-exempt status.
- Auxiliaries should not use the Department EIN or the VFW Post's EIN.
- Application for EIN may be made for an EIN by completing and submitting Form SS-4 to the IRS. This may be completed on-line on the IRS website.

W-9 Information

Please note: *W-9 form and instructions can be found in the Treasurer Resources area in MALTA*.

Each organization is required to submit a W-9 form only one time to National Headquarters when it is instituted unless:

- The organization changes EINs.
- The organization gains/loses tax exempt status.

Exemption from Federal Income Tax (Group Exemption)

- Each Auxiliary should qualify for federal tax-exempt status under a provision of Section 501(c) of the Internal Revenue Code. Section 501(c)(19) pertains specifically to war veterans organizations and their auxiliary units.
- A Group Exemption Letter is a determination letter issued to a central organization recognizing the exemption of subordinate organizations on whose behalf the central organization has applied for recognition of exemption. In our case, this would mean a group exemption for each **Department** under which Auxiliaries and Districts will be covered.
- Requests for a copy of the Group Exemption Letter would be made to the Department Treasurer.
- National Headquarters does NOT maintain a Group Exemption.
- More information about Group Exemptions from IRS can be found in Publication Number 4573.
- If your Auxiliary chooses not to participate in the Department's group exemption and does not already have an individual determination letter from the IRS recognizing your organization as tax exempt, you will need to file IRS Form 1024 and Form 8718 with the appropriate fee to be recognized as tax exempt.

Tax Return – Form 990-N e-postcard

*Please note: *The 990-N e-postcard User Guide can be found in the Treasurer Resources area in MALTA*.

Auxiliaries whose gross receipts are normally less than or equal to $50,000 may be required to electronically submit Form 990-N, also known as the e-Postcard.

- The e-Postcard is due every year by the 15th day of the 5th month after the close of the tax year. For the VFW Auxiliary, the e-Postcard is **due to the IRS by November 15th**.

- The e-Postcard is filed electronically and can be found online at https://sa.www4.irs.gov/epostcard/. This is the only way to access the e-Postcard

  -- there is no paper form.

- To file the e-Postcard, the auxiliary must become a registered user.
- The e-Postcard is easy to complete. All you need is the following information about your Auxiliary:
    1. Employer Identification Number (EIN), also known as a Tax ID Number
    2. Tax year - This will be July 1 to June 30 for all Auxiliaries
    3. Legal name and mailing address of the Auxiliary
    4. Any other names the Auxiliary uses
    5. Name and address of a principal officer -- Usually the Treasurer
    6. Website address *(if the Auxiliary has one)*
    7. Confirmation that the Auxiliary's annual gross receipts are normally $50,000 or less. Gross receipts are the total amounts the Auxiliary received from all sources during its annual accounting period, without subtracting any costs or expenses. ***Do NOT include any "pass-thru" amounts such as Cancer Aid & Research/Health & Happiness Donations, Cancer Insurance Premiums, etc. where funds are merely collected and sent on without the Auxiliary asserting any right to use the funds or otherwise deriving any benefit from collecting them.
- Auxiliaries whose annual gross receipts are normally more than $50,000 must file an annual information return Form 990 or Form 990-EZ.
- State filing requirements may differ, therefore, the Auxiliary may still be required to file Form 990, Form 990-EZ, or a state form even though it is not required to file with the IRS.

It is recommended that if you have questions regarding what forms need to be filed to the federal, state or local government, that you contact a local tax advisor.

Form 990-T: Exempt Organization Business Income Tax Return

- Even after obtaining a tax-exempt determination from the IRS, there still may be situations in which Auxiliaries are subject to federal income tax.
- Unrelated business income is the gross income derived from any activity that is regularly carried on and not substantially related to the organization's exempt purpose or function (aside from the organization's need for income or funds or how it uses the profits.)
- While the IRS considers many factors in determining whether the activity is an unrelated trade or business, an important factor is the degree to which the activity unfairly competes with taxable businesses.
- Any tax-exempt organization that has gross income from an unrelated trade or business of $1,000 or more must file Form 990-T to report the unrelated business

income and to figure the income tax liability. Please refer to IRS Publication 598 - Tax on Unrelated Business Income of Exempt Organizations provide more detailed explanations of the regulations.
- The Internal Revenue Code contains a specific provision exempting bingo proceeds from unrelated business income tax, whereas state and local law permits non-profit organizations to hold such games.

Exemption from State Sales Tax

- Each state has its own laws relating to exemption from sales tax. Please contact your State Revenue Office or your Department Treasurer with any questions regarding sales tax in your state.
- Although a Department or Auxiliary may be exempt from paying state sales tax on purchases, they may still be required to charge sales tax on sales to non- exempt organizations or individuals, and remit the sales tax collected to the state.
- If your Auxiliary has sales, investigate your state's laws regarding charging sales tax and those sales taxes are properly collected and remitted to the state.

Payroll Taxes

If your Auxiliary has any paid employees, you have the obligation to withhold and submit federal, state and local income taxes, and pay social security, Medicare, and unemployment taxes.

Frequently Asked Questions

Q. Can members pay more than one year of annual dues at a time?

A. No. Members may only pay the current year of annual dues or purchase a life membership.

Q. Can a member pay their dues by telephone?

A. Yes. Members can call 1-866-299-1286 and pay their annual dues or convert to life.

Q. Does National maintain a Group Exemption letter?

A. No. Group Exemptions are maintained at the Department Level. Contact your Department Treasurer for more information.

Q. Can National access VFW records for a veteran's service records?

A. No. The VFW Auxiliary is a separate organization from the VFW and the VFW Auxiliary has no access to VFW records. Requests for records from the government can be obtained through the National Personnel Records Center at www.archives.gov/veterans.

Q. Why can't an obituary or headstone be used as proof of eligibility?

A. The are no laws requiring that obituaries or headstones contain accurate data.

Q. Our Auxiliary would like to start accepting and processing credit cards on the local level. Is this allowed?

A. Auxiliaries may accept credit card payments if the Auxiliary votes to do so, bearing in mind that any fees associated with accepting these types of payments would be absorbed by the Auxiliary.

Q. A mistake was made in membership processing. Can this be corrected?

A. Maybe. If you notice your mistake during the same business day, you may click on the shortcut "Receipts" in the Treasurer's Duties tab. Once the receipt containing the error is located, the receipt may be voided by clicking "Click to Void" under the Actions column on the right side of the screen. If the business day has already closed, you will need to immediately contact your Department Treasurer about the error. The Department Treasurer will then correspond with National Headquarters to see what can be done. Please note that the business day closed at 11:59 PM Central time.

Q. I am trying to make a gift and the system is requesting a credit card number and using our Auxiliary's ACH account?

A. You are not in the Treasurer's Duties area of MALTA. You are trying to process a gift as an individual member. You need to click into the Duties area and click the Shortcut "Make a Gift".

Q. If a member pays their annual dues and then wants to convert life, can the annual dues be refunded or credited towards the cost of the life membership?

A. No. If a member pays annual dues, there is no credit given towards the cost for life membership dues. Also, there is no refund of annual dues (See Sec. 102 of the National Bylaws).

Q. An annual member transferred into our Auxiliary. Does this member receive a new membership card for transferring?

A. No. Physical annual cards are no longer being produced. However an electronic annual card may be accessed via the MALTA App, which can be downloaded from the www.vfwauxiliary.org website.

Q. A life member transferred into our Auxiliary. Does this member receive a new membership card for transferring?

A. Yes. Life members receive a new membership card free of charge if they transfer their membership.

Q. I am a member, and I changed my name or my membership card was lost or stolen. Can a new membership card be issued?

A. Yes – a new card for life members will be issued **with payment**. The cost for a replacement life membership card is $10. Annual cards are only available in an electronic format. Annual cards can be accessed via the MALTA App, which can be downloaded from the www.vfwauxiliary.org website.

Q. Our Auxiliary purchased our bond for an incorrect amount. Can anything be done?

A. Maybe. If an error is made in the purchase of the correct bond amount, a Treasurer may increase the bond amount by sending a check for the difference in the new cost of the correct bond amount and the cost previously paid. Send the check to VFW Auxiliary National Headquarters to the attention of the Bond Department. Include a note of what occurred and the amount of the bond that is needed. This must be processed at VFW Auxiliary National Headquarters by November 30. After this date, bond amounts are not allowed to be adjusted.

Q. Are gifts or donations to the VFW Auxiliary tax deductible?

A. No. Even though most VFW Auxiliary organizations are classified as 501(c)19 not for profit organizations, because 90% of our members are NOT actual war veterans (we are the close relatives of the veterans), there is not an allowable deduction for gifts or donations made to the organization.