



Guidelines for Issuance of a Supplemental Charter

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

Permanent Charter:

Department Headquarters contact information visit <https://www.legion.org/departments> to obtain application or request via email to National Charter's Clerk at ia@legion.org.

Employer Identification Number (EIN#):

Apply **online** visit <https://app.irs-ein-tax-id.com/nonprofit> or via **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 <https://www.statelocalgov.net/50states-secretary-state> for "Secretary of State" office.

Contact Department Headquarters once *all* above items are achieved for Supplemental Charter application. (*once signed by Post Commander and Post Adjutant forward application and Articles of Incorporation through Department Headquarters*).

NOTICE: If post name changes while Supplemental Charter is in place, charter shall be *null and void*. Post must re-apply and amend Articles of Incorporation with "Secretary of State" office with new post name. *Post must re-apply for Supplemental Charter with amended Articles of Incorporation through Department Headquarters.*

Posts should incorporate to limit the liability of its members!