

## National Headquarters Guidelines for Issuance of a Supplemental Charter

1. The Post must already have established a Permanent Charter.
2. The Post must have an EIN (Employer Identification Number) established prior to submitting a Supplemental Charter Application. This is obtained through the IRS by submitting an SS-4 Form.
3. The Supplemental Charter Application must be filled out completely and correctly, in triplicate along with a copy of the Articles of Incorporation obtained by your State. If the proper paperwork is not submitted with the application it will not be approved by National.
4. All three copies are to be typed. **DO NOT** use carbon paper when typing in triplicate. It does not always go through to all the forms.
5. The Post Commander *and* Post Adjutant must sign at the bottom of the form. If this process is not done properly on all three copies the application will be returned to the Department for completion.
6. The Department Commander *or* Adjutant must sign at the bottom of the form below the Post Commander and Adjutant's signatures. If this process is not done properly on all three copies the application will be returned to the Department for completion.
7. National issues a Supplemental Charter to conform to the Corporation Name. It must be exactly the same as the corporate name.
8. The Supplemental Charter Application must contain the legal name of the Post as the present charter name and the Articles of Incorporation must contain the same name as the legal name of the Post except for adding the "Inc.", or similar words to the name. An example on how to fill out the application is available upon request to National's Charter Clerk.
9. You **cannot** change the legal name of the Post with the Supplemental Charter.
10. The Supplemental Charter Application currently in place is FORM 30-402 (March 2000). If any changes are made the Departments will be notified. (Please contact your Department if you do not have the current form.)
11. The Supplemental Charter Application will not be accepted without the proper approval by the Department.
12. If the Supplemental Charter Application is not filled out completely and to the satisfaction of the Charter Clerk at National it will be returned to the Department for completion.
13. If the name of the Legion Charter changes while a Supplemental Charter is in place, the Supplemental Charter will be null and void. A new Supplemental Charter Application and Articles of Incorporation will need to be submitted to reflect the new name of the Legion Charter.

Note: Posts should incorporate to limit the liability of its members.