

Michigan's Checklist for Revalidation for Posts 2021-2022

This is informational only to help posts make sure that they have covered everything they need to put on their revalidation form. All Post Revalidations' for the State of Michigan will be sent directly to Department NOT NATIONAL.

IMPORTANT ALL POSTS ARE REQUIRED TO SUBMIT TWO DELGATE FEES WITH THIS YEARS REVALIDATION FORM AND IDENTIFY WHO THEY ARE.

_____ If you do your revalidation on line with National you **MUST** make sure that department has a paper copy to keep on file, National does not let Department know that you have revalidated.

_____ Change of Officers for 2021-2022 if at any time during the year, there is a change in officers a new revalidation has to be made out and resent to Department and National.

_____ Revalidations forms for posts have to be turned in by 14 July to Department in order to get them to National by 15 July 2021 the requirement has been changed anyone can attend State Convention even if your post has not been revalidated for the upcoming year.

_____ Liability Insurance an Accord 25 is required by national and department with the AMVETS Department of Michigan 106 Thorpe Ave Roscommon, MI 48653 and the AMVETS National Department 4647 Forbes Blvd Lanham, MD 20706 as additional insured. Upon renewal, a new copy needs to be sent to Department and National. It should have your General liability and liquor liability on it and bonding of officers/ dishonesty if required. The insurance company can send directly via email to miamvet2008@yahoo.com

_____ Proof of filing a 990 is no longer required with your post revalidation if you haven't done it the IRS WILL catch up with you! Do Not send in the whole form just the card saying that is was accepted if you absolutely must send it in.

_____ Articles of Incorporation (Which is to be done yearly) this is done online through Michigan.gov Business Entity Search check and see if you are current. You should have 2018 as the current year.

1. Go to www.michigan.gov/lara

2. Under Key Services click on Business Entity Search, You can search by Entity Name Type in AMVETS or Identification Number and click search, find your post and click on it, it will tell you if you are current or if you are not. Click on view document images to see more. All Amvets Posts should be current if you are not current you will have to contact them to find out what you have to do.

_____ EIN Number this is the number that the IRS gave you

_____ Annual Dues 2022 year are broken down as this \$15.00 National, \$12.00. Department anything above that is the amount that you put in the Post Portion on the revalidation. This is the portion that the post keeps. The 2021 membership year ends on 31 August 2021 and the 2022 membership year will start on 1 September 2021

_____ Michigan Life Dues **disregard what national has as an example.** \$125.00 National, 112.50 Department = \$237.50 anything above that is what is retained at the post and is put in the post portion. Example Post 1234 Life Dues are 350.00 125.00 National 112.50 Department and 112.50 would be put in the post portion that is retained at the post for life dues

_____ District Dues paid to Districts this is just a reminder to make sure that you have done this otherwise you cannot be allowed to register or vote at District convention and State Convention