



THE AMERICAN LEGION POST SUPPLEMENTAL CHARTER GUIDELINES

Important Charter Information

A Post must have a **Permanent Charter** in place before applying for a **Supplemental Charter**

To access the Permanent Charter [guidelines](#) and [application](#), visit:

www.legion.org/information-center/in-the-media/publications/organization-membership-awards

** Once completed, the application must be submitted to your **Department (state) headquarters** for review and approval. The Department (state) will then forward it to National Headquarters for processing.

To find your Department's (state) contact information, visit:

www.legion.org/about/organization/departments

Employer Identification Number (EIN):

Apply on-line at www.irs-ein-tax-id.com, or use the links below to download the SS-4 application and accompanying instructions.

Instructions: www.irs.gov/pub/irs-pdf/iss4.pdf

Application: www.irs.gov/pub/irs-pdf/fss4.pdf

Articles of Incorporation:

To find contact information for your state's Secretary of State office, visit:

www.statelocalgov.net/50states-secretary-state.cfm

Important Reminder:

After completing the Supplemental Charter application, it must be submitted through your **Department (state)** American Legion headquarters office. Be sure to include the **Articles of Incorporation** issued by the Secretary of States' office regarding the incorporation with the supplemental charter application.

Name Change Notice:

If a Post changes its name while holding a Supplemental Charter, the existing charter becomes *null and void*.

The Post must:

- Re-file for amended Articles of Incorporation with the Secretary of State's office reflecting the new name.
- Submit a new Supplemental Charter application along with the amended Articles and any other required documentation through the state headquarters office.

Posts are strongly encouraged to Incorporate in order to help limit liability for Members