



VETERANS OF FOREIGN WARS AUXILIARY

NATIONAL HEADQUARTERS

The Internal Revenue Service form W-9 is required to be submitted to National Headquarters only **once** unless the Auxiliary, District, County Council, or Department:

- Loses tax exempt status
- Gains tax exempt status
- Changes Federal Identification Number (FIN), also known as Employee Identification Number (EIN)

For new VFW Auxiliaries, the W-9 form should be submitted to National Headquarters as soon as possible. The Treasurer should fill out the W-9 form. Instructions on filling out the W-9 are as follows:

1. Name – Enter the legal name of the VFW Auxiliary. For example:
“Veterans of Foreign Wars of the United States Auxiliary to (Name of Post – i.e Sgt. Walter Smith) Post No. _____”
2. Business Name – Leave blank
3. Check the Box for Tax Classification – This can be different but most VFW Auxiliaries would check the “Other” box and to the right of the box put under what Internal Revenue Code the Auxiliary is exempt from income taxes under (i.e. 501 (c) 19). Most Departments have a group exemption, so you are encouraged to contact the Department Treasurer to get this information.
4. Enter “1” in the Exempt payee code if your Auxiliary is exempt from federal income taxes (see instructions for line 3 above).
5. Address – Enter the address in which the Auxiliary receives its mail. This could be the President’s, the Treasurer’s, or even the Post’s address.
6. City, State, Zip – Self explanatory
7. List Account Numbers – Leave blank
8. Requester’s name and address – Leave blank
9. Social Security Number – Leave blank
10. Employer Identification Number – Enter the Auxiliary’s EIN or FIN here
11. Signature – Treasurer’s please sign the form and date it
12. Send completed form to VFW Auxiliary National Headquarters Accounting Department at 406 West 34th Street, 10th Floor, Kansas City, MO 64111

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