

MAIL TO:

AMERICAN LEGION AUXILIARY - DEPARTMENT HEADQUARTERS  
ATTN: EXECUTIVE SECRETARY/TREASURER  
P. O. BOX 140  
PORTAGE, WI 53901-0140  
FAX: 608-745-1947  
Email: [deptsec@amlegionauxwi.org](mailto:deptsec@amlegionauxwi.org)



**DO YOU NEED HELP FILING THE 990-N (E-POSTCARD)?**

If your unit/county/district's tax-exempt status has not been revoked AND your tax filing is current, but you need help filing the 990N income tax report, please submit the following information to Department Headquarters. The Department Secretary will file the IRS 990N e-Postcard based on the information provided.

**PLEASE PRINT CLEARLY:**

Federal Employer Identification Number (EIN) \_\_\_\_\_

Legal Name of Unit/County/District \_\_\_\_\_

Complete Address where Unit mail is being sent:

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Information for Principal Officer (president, vice president, secretary or treasurer)

Name \_\_\_\_\_ Title: \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip: \_\_\_\_\_

**Confirmation that Unit/County/District's annual gross receipts are \$50,000 or less:**

I agree that \_\_\_\_\_  
(Legal Name of Unit/County/District) (Unit #)

**did not receive more than \$50,000 during the last tax year** and I give Wisconsin American Legion Auxiliary, Executive Secretary/Treasurer permission to file IRS 990-N (e-Postcard) on our behalf.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Printed Name of Officer

DATE: \_\_\_\_\_ Contact Phone Number \_\_\_\_\_