

## Attention – All Treasurers

The following items are to be completed in July and August

- New Treasurers need to complete Form 8822 for the IRS. A copy is to be sent to the Department Treasurer.
- Bonds are to be purchased through MALTA no later than July 30<sup>th</sup>. Please do not wait until then to purchase them. We would like to have them completed as soon as possible. You are to double the amount of money you have in your accounts. That includes your checking, CDs, and Savings.
- August is the month to renew your incorporation with the State of Missouri. Please send a copy of the renewal to the Department Treasurer as soon as you renew it. It can be emailed to [vfwauxdeptmo@gmail.com](mailto:vfwauxdeptmo@gmail.com). If you renewed your incorporation last year for two years, please send the charter number. Incorporating is part of the **ALL STATE** for Missouri Auxiliaries.
- As always, send out those dues' notices. You can pull down a prewritten letter through MALTA by going to duties, select the Treasurer folder, then click on reports. Under the title of Dues & Membership, click on Dues Renewal Letter. It will have a blue button "Print Dues Renewal Letters". This will print a letter for all your annual members. If you have envelopes with a window, you just fold them with the address of the member showing. Put a stamp on the envelope and take them to the post office. You are done.

At anytime you have questions or need help, please contact me. I will try to help. My information is below:

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