



Office of the National President
*Auxiliary to Sons of Union Veterans
of the Civil War*



Diane Mellor
16 Norma Drive, Nashua NH 03062
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President@asuvcw.org

Without Change, There Would Be No Butterflies!

General Order #5
Series 2013-2014
January 15, 2014

Sisters:

NEW IRS REQUIREMENT – FORM 8822-B (effective January 1, 2014)

APPLIES TO: Auxiliaries and Department

If there is a change in the person who is the responsible person for filing IRS 990N or other IRS matters (normally the Auxiliary or Department Secretary, Treasurer, or Secretary/Treasurer), the Auxiliary or Department needs to submit an IRS Form 8822-B to report the change to the IRS. Effective January 1, 2014, the form must be filed within 60 days of the change.

If the responsible person is not sure a change was filed when they took over from the previous responsible person, it would be a good idea to file the form, anyway, to make sure the information is correct.

The updated Form 8822-B is available on the www.IRS.gov website. This form can be filled in online and printed out. The form must be mailed to the IRS at the address indicated for your state. Instructions are contained on page 2 of the form.

BE SURE AND CHECK THE BOX FOR TAX-EXEMPT ORGANIZATIONS at the top of the form.

Since we are trying to stay up-to-date with the IRS, I am here be issuing General Order #5.

That all Auxiliaries and Departments file an 8822-B within 60 days. That this form be distributed in the following manner:

FOR CHANGE OF RESPONSIBLE PERSON AT AN AUXILIARY

IRS (1 copy) Department (2 copies) – Department Treasurer will forward one (1) copies to National Treasurer.

FOR CHANGE OF RESPONSIBLE PERSON AT A DEPARTMENT

IRS (1 copy) National Treasurer (1 copy) Department file (1 copy)



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FOR CHANGE OF RESPONSIBLE PERSON AT AN AUXILIARY-AT-LARGE
IRS (1 copy) National Treasurer (1 copy) Auxiliary (1 copy).

In the future this form must be filled out and distributed in the above matter within 60 days of any changes being made to the responsible person taking affect.

Ordered this 15th Day of January, 2014

Diane M. Mellor
National President
Auxiliary to Sons of Union Veterans of the Civil War

Attest:

Patricia Bures
National Secretary
Auxiliary to Sons of Union Veterans of the Civil War