



AMVETS Department of Florida

**1598 Ruckel Drive
Niceville, FL 32578
(850) 855-0474
(ramckern@gmail.com)**

POST REVALIDATION INFORMATION

Every Post is required to revalidate its charter within seven (7) days following the annual meeting but no later than 22nd of May. Annual meetings must be held between May 1st and May 14th every year. Revalidate online at www.amvets.org. Ensure all 3-pages are completed. Once revalidated, the Department Executive Director will be automatically sent a copy of the revalidation. If the 3rd page is not complete, it will not be sent. The items required are as follows:

- Current IRS Form 990 or 8868 6-month file extension. Enter date appropriately on the revalidation form. Only send first page, don't send the entire 990. All Posts must file a 990 each year regardless of income. After 3-years of non-filing, your veterans non-profit and tax exempt status is automatically revoked through the IRS and will be subject to having your charter revoked. Each Post Commander and the Finance Officer is responsible to ensure the 990 is filed each year.
- Constitution and By-Laws. Check the appropriate block whether CBL has been reviewed and not updated, or updated and approved by the Department Judge Advocate. If required, email CBL's to the DOF JA.
- A copy of the Post's current Certificate of Insurance (ACORD 25) should be on record with the Department of Florida Executive Director . Posts are required to have a minimum of \$300,000 Certificate of Insurance. All insurance policies must list National Headquarters and Department of Florida Headquarters as co-insured. Work directly with the insurance companies and set it up to email AMVETS National Headquarters and the Department of Florida Executive Director an updated certificate of insurance ACORD25 as soon as the post renews it. The two Accord 25'S should be set up as follows:
 - AMVETS NATIONAL HEADQUARTERS
3311 HUBBARD RD
HYATTSVILLE, MD 20785
EMAIL: www.membersupport.org
 - AMVETS DEPARTMENT OF FLORIDA HEADQUARTERS
1598 RUCKEL DRIVE
NICEVILLE, FL 32578
EMAIL: ramckern@gmail.com

Please email all items to: ramckern@gmail.com for AMVETS Department of Florida.