VVA REPORTS CHECK LIST

Below is a guide and outline of the Reports due to maintain as an ACTIVE chapter with VVA National, the IRS and your State. We appreciate your attention to remaining an ACTIVE and compliant chapter of Vietnam Veterans of America, Inc.

VVA Reports are due annually by July 15th

To limit delays in processing, be sure forms are complete and copies attached.

1. ☐ FINANCIAL REPORT

Copy of confirmation to: ☐ State Council ☐ VVA National

a. File with the IRS (990n / 990EZ / ETC.)
   ☐ 990n E-Postcard Link
b. https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard
   ☐ Filing complete; confirmation received.
   (ex: email / e-postcard / copies from tax preparer)

DATE: _____ COMPLETED BY: _____

2. ☐ ELECTION REPORT

Copy of confirmation to: ☐ State Council ☐ VVA National

Prior to submission, be sure the below has been completed on the form

☐ State and Chapter #
☐ Date of Election (top right)
☐ Term (1yr or 2yr)
☐ Chapter Info (section)
☐ Chapter Address – can list meeting location or PO Box. This address is publicly displayed on VVA website, Chapter Locator.

DATE: _____ COMPLETED BY: _____

3. ☐ ANNUAL REPORT (Secretary of State)

Copy of confirmation to: ☐ VVA National

a. ☐ Visit State website and log-in to Business Portal
b. ☐ Complete Annual Report - **Deadlines vary**; check your Incorporation date for est due date
c. ☐ Fees may apply

DATE: _____ COMPLETED BY: _____

WAYS TO SEND

☐ MAIL: VVA National Attn: Membership – Reports ~ 8719 Colesville Rd., Suite 100 ;Silver Spring, MD 20910

☐ EMAIL: reports@vva.org ☐ FAX: 1-301-585-3019

CONTACT US : 301-585-4000 X120