



TREASURER'S STUFF

OCTOBER 2024

**IMPORTANT
PLEASE READ IN ITS ENTIRETY
CHANGES IN PROCEDURES**

MEMBERSHIP CARDS

It is important that when you send me New Membership Applications that they are legible. A membership application that is easy to read guarantees that the new members name is spelled correctly on the membership card that they will receive. Please consider before you send the application to me, whether you think I may have trouble deciphering what is written. If the answer is yes, please make the adjustments to the application. Applications received that are hard for me to read, slows down the process.

In addition to the members name not being spelled correctly when they receive their card, it is possible that if the address is hard to read that the member's address may not be documented correctly and accurately in MALTA by me and thus the card gets returned to National as undeliverable.

Department has been absorbing the cost to order replacement cards. **But from now on, the Department will not be absorbing the cost. I will now be sending back any Membership Applications that I cannot decipher**, which will slow down the time the new member receives their Membership Card. And, may affect your Membership percentage for competing for awards.

Treasurer's, it is important that if your new members have not received their Membership Card by the four week mark, that you notify me. Before you notify me, please check to make sure that the address in MALTA is correct. Or if you do not have access to MALTA please provide to me, the address you have on record, so that I can verify that the correct address for the member is correctly documented in MALTA.

NEW PROCEDURES FOR SUBMITTING MEMBERSHIP APPLICATIONS

It has been the practice for many years, that submitting an application with the verbiage “Signature On File” could be submitted by Auxiliaries for New Applications (ones that will not be submitted to National) and accepted by the Department Treasurer. In consulting the National Bylaws, I have found nothing that supports this practice. So therefore, **ALL APPLICATIONS submitted for processing must be a copy of the original application, with signatures of the Investigating Committee members and the applicant.** Applications submitted with the verbiage “Signatures on File” will be returned.

TAX-EXEMPTION LETTER NOW AVAILABLE

I am now able to provide each Auxiliary **who makes a request**, with a letter to support their tax exempt status. With this letter you may be able to apply for a tax exemption certificate from the State of Maryland. This tax exemption certificate may save your Auxiliary with paying Maryland Sales Tax on purchases made for Auxiliary purposes.



JACQUELYN KIMBALL, PDP

TREASURER

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