



**AMERICAN LEGION AUXILIARY**

Department of California  
401 Van Ness Ave., Ste 319  
San Francisco, California 94102-4570  
(415) 861-5092 FAX (415) 861-8365

Dear Units/Districts:

In accordance with the Department Code, Department Policy, page 3, copies of Unit annual filings of State and Federal Tax forms are to be given to your District President no later than September 30th annually. She will add copies of filings for the District and forward copies of all Unit and District filings to the Department Office.

This information is used by Department to submit or keep tax related information up-to-date annually with National Headquarters and the California Franchise Tax Board. To ensure the information on file is current and up-to-date, please fill out the following information on your Unit or District point of contact that will serve as the "tax liaison" for your Unit and/or District and what address you want listed for the State and IRS to use to get in touch with you if necessary.

Please fill out and return to the Department Office NLT April 30, 2015. A fillable form is also available on the Department Website that you can fill out and email to the Department Office at [calegionaux@calegionaux.org](mailto:calegionaux@calegionaux.org).

Name of Point of Contact:	Unit #	District #
Address you want IRS/FTB to mail to:		
City	State: CA	Zip Code:
Phone Number:	Email:	

Thank you.

Sincerely yours,

Ruby Kapsalis  
Department Secretary/Treasurer