



American Medical **Women's** Association
The Vision and Voice of Women in Medicine since 1915

Dear AMWA Branch Leader,

Congratulations on starting a new AMWA branch! Building a local network of AMWA colleagues is one of the most rewarding ways to get involved with AMWA. And as an extra incentive, all AMWA branch members have a discounted national membership fee of \$150 (a savings of \$75 per year for the regular physician member category). In addition, AMWA provides grants to new branches to help fund their first gathering.

There are a few simple procedures to ensure compliance with tax regulations, and we're happy to help out in any way that we can.

1. If you plan to operate as a business (have a bank account, collect dues, fundraise, etc.), you will need to apply for an IRS tax ID number (a simple task) to comply with current IRS rules. If you do not plan to operate as a business (have a bank account, collect dues, fundraise, etc.), you will not need an IRS tax ID number (complete steps 2-5, 7).
2. Sign the AMWA Branch Affiliation Agreement.
3. Fill out the AMWA Branch Affiliation Information Sheet.
4. Develop bylaws for your branch and elect officers consistent with AMWA policies. (Sample available on the AMWA website)
5. Fill out the excel spreadsheet of your members.
6. Apply for tax-exempt status on your own, request group exemption under AMWA National's tax-exemption, or exist as a taxable business entity.
7. Submit documents to AMWA Headquarters.

AMWA branches can request to be under AMWA National's group exemption. Branches will still need their own EIN number. On an annual basis, you will need to submit a simple AMWA Branch Affiliation Report to AMWA Headquarters and file an annual tax return. Most small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less are only required to electronically submit Form 990-N, also known as the e-Postcard.

This is an exciting time for AMWA. Through the affiliation process, branches will become restored, revitalized, and renewed, and new affiliated branches will develop.

We are available to help with any questions. Email associatedirector@amwa-doc.org.

Sincerely yours,

A handwritten signature in black ink that reads "Eliza So Chin, MD". The signature is written in a cursive style.

Eliza Chin, MD, MPH
AMWA Executive Director

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