

AMWA Branch Affiliation Form

Branch (city and branch number if known):

Key contact: (name and position)

Email:

Phone:

Address:

Officers		AMWA member?
President	email:	Y N
Treasurer	email:	Y N
Secretary	email:	Y N
Other	email:	Y N
Other	email:	Y N
Other	email:	Y N

Planned Branch Activities:

Please complete these questions to the best of your knowledge.

If you have any questions, please contact AMWA Headquarters at (847) 517-2801 or associatedirector@amwa-doc.org.

1. Is your branch incorporated? Yes No
 - a. If yes, please supply a copy of your articles of incorporation/letter of determination in your submission.

2. Does your branch have its own Tax ID Number (TIN)? Yes No
 - a. If yes, what is your Tax ID Number?
 - b. If no, why not? (Does not engage in financial transactions, other)

3. Does your branch have bylaws? Yes No
 - a. If yes, please supply a copy of your bylaws in your submission.
 - b. If no, all branches are required to have a set of bylaws that adhere to AMWA policies. Once completed, please send to AMWA.

4. Did your branch complete a tax return for its last fiscal year? Yes No
 - a. If yes, please include a copy of the return in your submission.
 - b. If no, why not? (Less than \$50,000 in the bank, no bank account/funds, other)

Most small tax-exempt organizations that's annual gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard, unless they choose to file a complete Form 990 or Form 990-EZ instead. The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year. For example, if your tax year ended on December 31, the e-Postcard is due May 15 of the following year. An organization that fails to file for three consecutive years will lose its tax-exempt status.

5. Is your branch currently insured with general liability coverage? Yes No
 - a. If yes, please include a copy of the policy in your submission.



6. Does your branch currently have tax-exempt status? Yes No
a. If not, would your branch like to receive tax-exempt status under AMWA's group exemption? Yes No
If yes, please submit a letter to AMWA National requesting to be part of the group exemption.
7. Do you have a minimum of five AMWA members to start the branch? Yes No
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Starting a Branch:

Items to enclose with this form

1. Signed Branch Affiliation Agreement
2. IRS letter of determination or articles of corporation (if available)
3. Branch Bylaws
4. Tax return from last fiscal year-end
5. [Branch member listing](#) (an Excel file can be downloaded on the website)
6. Letter requesting group exemption with AMWA National (if applicable)

Please send all information in one packet to AssociateDirector@amwa-doc.org.

Continuing as a Branch:

Items to return every year

1. [Branch Annual Report Form](#) by March 1 to AMWA
2. [Updated Branch member listing](#) (an Excel file provided can be downloaded on the website) by March 1 to AMWA
3. File 990 N or 990 EZ with IRS by May 15

Every new branch will receive a Branch Welcome Packet with a copy of the signed Branch Affiliation Agreement, a link to various AMWA resources (Informational Video, Leadership Directory, AMWA History Power Point Presentation, and Text), AMWA banner, and three free books by mail – “Fatigue Prescription,” “This Side of Doctoring: Reflections from Women in Medicine,” and “What Doctors Feel: How Emotions Affect the Practice of Medicine.”