

# Department of PA Inspection Document Checklist

All documents must be current and available for viewing by the District inspector in either hard copy or electronic form.

## Documents Required for National Inspection Form

- Post Bylaws
- Post Articles of Incorporation
- Election report
- Post delegate list
- Post meeting minutes and correspondence book
- DD214 or other eligibility documentation for Post officers
- Current District Bylaws
- Current Department of PA Bylaws
- Current National Bylaws
- Recent Community Service report or verification of online submission
- Post membership and retention program
- Monthly Quartermaster reports indicating review by Trustees
- Recent quarterly Trustee reports
- All Post bank and investment account statements
- Quartermaster Bond
- Post 990 (proper version based on Post activity)
- All deeds in the Post name
- Declaration page of any insurance policies in the Post name
- Page showing Department and National HQ as additional insureds
- Document retention policy

## Department of PA Additional Inspection Items

- Home Association bylaws
- Home Association articles of incorporation
- Lease between Post and Home Association
- All Home Association bank and investment account statements
- Treasurers bond
- IRS 147C letter confirming Home Association EIN.
- Confirmation Home Association EIN is not on the IRS revocation list
- Home Association 990
- Liquor License
- Declaration page of all insurance policies in Home Association name
- Page showing Department and National HQ as additional insureds
- All deeds in the Home Association name
- IRS 147C letter confirming Post EIN.
- Confirmation Post EIN is not on the IRS revocation list

The phone number to request an IRS 147c letter is: (800) 829-4933

IRS Revocation List can be found at:

<https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>