

**INSTRUCTIONS TO COMPLETE FORM 11
SONS OF UNION VETERANS OF THE CIVIL WAR**

1. Please use the fill-in PDF Form 11 provided on the SUVCW national web site. Using any other format makes an automated process difficult.
2. Open the fill-in PDF Form 11 from the national web site. Save the file to your computer. Then, reopen the saved file from your computer. Use the downloaded form opened from your computer. Then complete the form and attach it your e-mail transmission to the National Treasurer (or mail it).
3. The only subordinate entities (camps, military units, etc.) that should be listed on the form are those that wish to be included in National's Group Exemption. If a Camp (or Department) has their own tax determination from the IRS, they should not be listed on Form 11.
4. Certification Statement for Form11.
 1. This statement helps us comply with IRS rules and regulations.
 2. Item 1 states that each unit wishes to be part of the Group Exemption.
 3. Item 2 states that each unit has filed a Form 990N with the IRS.
 4. Item 3 allows the identification of small camps who may have lost formal IRS exemption, lack the money to apply for a new determination and remain as not-for-profit unincorporated associations without formal tax status. These units may be listed on Form 11 and included in National's Group Exemption.
 5. Item 4 refers to the bylaws changes required in 2017-2018 General Order No. 18.
 6. Item 5 certifies that the unit operates in compliance with all laws, rules and regulations that apply to organizations that operate under section 501c3 of the federal tax code. This is ongoing reaffirmation that the units reported on Form 11 are not-for-profit entities that operate as 501c3 not-for-profits.
5. The certification should be signed and dated by the Department Commander and returned to the National Treasurer.

a. Mailing address:

D. Michael Beard National Treasurer, SUVCW
17 Rubins Walk, Fredericksburg, VA 22405

6. Send by March 15th.