

## PUBLIC DISCLOSURE POLICY 990 IRS

The American Legion Auxiliary Department of Texas Unit # \_\_\_\_\_ being exempt under 501(c) (19) will comply upon request with the public disclosure requirements of the Internal Revenue Service. Anyone has the right to inspect and/or obtain copies during normal business hours of the following documents:

Annual information returns (i.e. Form 990, Form 990T, Form 990EZ)

Exempt status application form

Notice of status (letters and materials)

Including all schedules, attachments, extension and supporting documents. All listed items for the past three years must be available to the requesting party.

Any person or entity requesting information under this public disclosure policy 990 IRS from the American Legion Auxiliary will be asked to use the following procedure.

**REQUEST: The Unit Secretary is the only person authorized by the Unit Executive Committee to handle walk-in or written request for documents under this policy.**

1. Send a written request to the Unit Secretary requesting the information and providing her with information to contact them to discuss the items requested and schedule a date and time to view and/or obtain copies of the documents. Our office is located at \_\_\_\_\_. A request that is faxed, emailed or sent by private courier is considered a written request.
2. The Unit Secretary shall contact the requesting party within seven (7) business days to determine if they want to view the document at the office or if they require copies of the documents. If they are requesting copies, she will advise them of the number of pages, cost per page of \$1.50 and the total cost for copying. She will determine with the requestor if the document are to be mailed or picked up by them. All copies must be paid for in advance by cash, bank cashier check or postal money order. The actual cost of mailing the document must be included in the certified funds.

### VIEWING OF DOCUMENTS:

1. The Unit Secretary will provide all the documents requested for viewing and will maintain visual contact with the documents at all times.

2. The person viewing the documents shall not be allowed to make any copies or notes concerning the documents. Only the Unit Secretary can authorize making a copy once it is paid for in advance.

**COPYING OF DOCUMENTS:**

1. Once certified funds are received by the unit office, the secretary will pull all documents as originally requested. The copies will be completed within twenty-five (25) work days and mailed or held as instructed by the person requesting the information.