



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

**AMWA Branch Affiliation Form**

Branch (city and branch number if known):

\_\_\_\_\_

Key contact: (name and position) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

| Officers  |                     | AMWA member? |   |
|-----------|---------------------|--------------|---|
| President | _____ e-mail: _____ | Y            | N |
| Treasurer | _____ e-mail: _____ | Y            | N |
| Secretary | _____ e-mail: _____ | Y            | N |
| Other     | _____ e-mail: _____ | Y            | N |
| Other     | _____ e-mail: _____ | Y            | N |
| Other     | _____ e-mail: _____ | Y            | N |

Planned Branch Activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please complete these questions to the best of your knowledge. If you have any questions, please contact AMWA Headquarters: 866-564-2483 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. (See enclosed samples for reference.)
2. Does your branch have its own Tax ID Number (TIN)?  Yes  No
  - a. If yes, what is your Tax ID Number? \_\_\_\_\_
  - b. If not, please see the FAQ sheet for how to easily obtain one. The branch is required to have a TIN.

3. Does your branch have bylaws?  Yes  No
- If yes, please supply a copy of your bylaws in your submission.
  - If no, all branches are required to have a set of bylaws that adhere to AMWA policies. See enclosed sample for your use. Once completed, please send to AMWA.)
4. Did your branch complete a tax return for its last fiscal year?  Yes  No
- If yes, please include a copy of the return in your submission.
  - If no, why not? (Less than \$50,000 in the bank, no bank account/funds, other)

---

Most small tax-exempt organizations whose 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
- If yes, please include a copy of the policy in your submission.
6. Does your branch currently have tax-exempt status? If not, would your branch like to receive tax-exempt status under AMWA's group exemption? If yes, please submit a letter to AMWA National requesting to be part of the group exemption.
7. Do you have a minimum of 5 AMWA members to start the branch?

---

Starting a Branch: Items to enclose with this form:

- Signed Branch Affiliation Agreement
- IRS letter of determination or articles of corporation (if available)
- Branch Bylaws
- Tax return from last fiscal year-end
- Branch member listing (excel file provided)
- Letter requesting group exemption with AMWA National (if applicable).

Continuing as a Branch: Items to return every year

- Branch Annual Report Form by March 31 to AMWA
- Updated Branch member listing (excel file provided) by March 31 to AMWA
- 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 Branch Affiliation Agreement, Branch Information Form, Branch Annual Report Form, sample 990N and 990EZ, Branch by-laws template, Branch Resources (AMWA DVD, AMWA Leadership Directory, AMWA CD with by-laws, policies and procedures, other resources), and AMWA member excel file template.