



## INSTRUCTIONS FOR COMPLETION OF FORM A04 - ANNUAL AUX. TREASURER'S REPORT

THIS FORM IS AN ANNUAL REPORT TO THE DEPARTMENT ON YOUR AUXILIARY FINANCES AND FILLING OF YOUR REQUIRED IRS PAPERWORK.

THE AUXILIARY MUST SUBMIT TWO (2) COPIES OF FORM A04 TO THE DEPARTMENT TREASURER WITH ALL SUPPORTING PAPERWORK (LAST STATEMENT FROM YOUR BANK AND YOUR APPROVED 990-N FILLING FROM THE IRS).

THE AUXILIARY SHOULD RETAIN AN ADDITIONAL COPY. THIS SHOULD INCLUDE A COPY OF YOUR LAST BANK STATEMENT AND 990-N FILLING FROM THE IRS.

OLD FORMS PLEASE USE CURRENT EDITIONS OF THE FORMS; THIS WILL MAKE THE JOB AT THE DEPARTMENT AND NATIONAL SO MUCH EASIER. YOU CAN LOCATE THE FORMS ON THE NATIONAL AUXILIARY WEBSITE: [HTTP://WWW.ASUVCW.ORG](http://www.asuvcw.org).