

Brothers,

Please help us distribute our new national forms to all the divisions in your state. These forms will be placed on the National Website this week and are the only forms that should be used moving forward.

Additionally, please ask every division and county board to immediately submit a new updated form 9 even if they have just submitted on the old form. This is critical for us to build a data base of officer e-mail and telephone numbers that will be used to distribute updated information with regard to the IRS Tax Exempt issue.

Please note the NEW form 12 below. This form is for County and State Boards only. The purpose of this form is to get the information needed for the IRS Group Tax Exempt filing.

Remember, each division, county and state board must have their own EIN number registered specifically to that board. Any division, county or state board without their own EIN number will not and cannot be included in the IRS Tax Exempt filing. Form 11's with the 2013 per capita check and Form 12's must be sent in by February 15, 2014 in order to be included in the IRS Tax Exempt Filing.

Thank you,

Danny O'Connell
AOH National Treasurer
330-518-4450

National Board updates AOH Forms Fillable PDF's

In an effort to improve communication with Hibernian's around the country and address current IRS issues the National Board has updated Form 9, Form 11, Form 40 and created Form 12 (for county and state boards only). These forms have been sent electronically to State Presidents (1/5/2012) and have been placed on WWW.AOH.COM under the forms section. By the time you read this article all other AOH forms will be updated fillable PDF's.

Only the new forms (Form 9 and Form 11 dated 12/31/2013 on the bottom) should be used. We are asking every division, county and state board to **re-submit your form 9, certificate of election**, regardless of when you last submitted. This will provide telephone and e-mail numbers for all elected officers around the country. We are also asking everyone to **use the fillable PDF function** if at all possible to give us clear concise information.

Form 11

Must be sent in by February 15 with your division 2013 per capita payment. (Checks should be included with the completed form)

Deadline is critical especially this year because we will be using this form for our IRS Tax Exempt list.

Using the fillable PDF helps assure all information is legible and transferred accurately. EIN numbers should be formatted: xx-xxxxxxx. Every division must have their own EIN number. **DO NOT USE THE NATIONAL EIN NUMBER!** Divisions, Counties and States not including a proper EIN number on their forms cannot be included on our IRS Tax Exempt filings.

When filled out properly Form 11 now calculates your Per Cap payment / your initiation payment / and your reinstatement payment. **Remember, you are paying your 2013 per capita in 2014 / Payment due by February 15.**

FORM 9

Please be sure your division, county board, and state board has submitted a new current certificate of election.

Please include all possible information for all officers. **Using the fillable PDF helps assure all information is legible and transferred accurately.** This form will be used to create an e-mail database of all AOH officers to receive communication from the national board on critical issues including Tax Exempt status.

Form 12 – (NEW FORM FOR STATE AND COUNTY BOARDS ONLY)

This form must be filed by all county and state boards annually and submitted no later than February 15. This is a critical deadline because we will be using this form for our IRS Tax Exempt filing. **Using the fillable PDF helps assure all information is legible and transferred accurately.** NO PAYMENTS ARE DUE WITH FORM 12 - INFORMATION IS FOR TAX EXEMPT STATUS

Form 40

Must be sent in for all new members and for any change of member information or status. The new form included telephone and e-mail which have been inserted for future use and provide a good opportunity today for your division to keep a record of members e-mail and telephone number. **Using the fillable PDF helps assure all information is legible and transferred accurately.**

DIVISION NUMBER:

YOUR DIVISION NUMBER IS THE FIRST 6 DIGITS ON YOUR MEMBERSHIP CARD. This number represents State/County/Division. It is always 2 digits / 2 letters / 2 digits.

Please include this complete number whenever you are inserting your division number. A complete list of Division numbers by state can be found on the web page in the forms section.

NATIONAL BOARD NEW ADDRESS

To be sure you are using the updated forms be sure the mailing address has been updated.

Ancient Order of Hibernians in America

P.O. Box 539

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