

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Department of Illinois

POST INSPECTION FORM

POST NO	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
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**Federal**

1) Does the post have documentation on file to show that quarterly Federal Form 941 (Employer's QUARTERLY Federal Tax Return) has been filed?	
2) Does the post maintain a copy of employee(s) W-2 & W-4 on file?	

**State**

3) Does the post have on file the most recent Illinois AG990 (Illinois Charitable Annual Report)?	<b>Date Filed</b>
4) Does the post have documentation on file to show that monthly State Sales Tax, Illinois Form ST-1 (Sales and Use Tax and E911 Surcharge Return) has been filed and paid?	
5) Does the post have documentation on file to show that State Unemployment Compensation Tax, Illinois Form UI-3/40 (Employer's Contribution and Wage Report) has been filed?	
6) Does the post have documentation on file to show that quarterly State Payroll Tax, Illinois Form 941 (Withholding Income Tax Return) has been filed?	

**County**

6) Does the post have documentation on file to show that County property taxes, Illinois Form PTAX-763 (Application and Affidavit for Veterans Organization Assessment Freeze) has been paid or exempted?	
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**Licence(s)**

8) Does the post have a current State, County, and/or City liquor license displayed?	<b>Expiration Date:</b>
9) Does the post have a current County and/or City Food Handler's license displayed?	
10) Does the post have a current State Video Gaming license displayed?	
11) Does the post have a current State Bingo license displayed?	
12) Does the post have a current State Pull Tab license displayed?	

**Misc**

13) Is the corporation in Good Standing with the State of Illinois, and have documentation on file? (Certificate of Good Standing from the Illinois Secretary of State)	<b>Date Filed</b>
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**Inspector's Comments**

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Post Commander \_\_\_\_\_  
 Print and Sign

Inspector \_\_\_\_\_  
 Print and Sign

The inspector shall provide a copy of each inspection to the Post Commander and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD.

COPY 1 - DEPARTMENT

COPY 2 - DISTRICT

COPY 3 - POST