

Affiliate Subordinate Compliance CHECKLIST

Use this form to track all documents needed to submit for ASRT affiliate subordinate compliance. Submit all items to your ASRT affiliate annually.

□ Subordinate Compliance items

1. Election Report Form
 - Dates and locations of yearly meeting
 - Officer positions, terms, and contact info
 - Officer ASRT member numbers (proof of ASRT membership)
2. Proof of current Employer Identification Number from the IRS
3. Proof of current filing of appropriate tax returns with the IRS
4. Proof of current, active incorporation in Good Standing (Certificate of Good Standing)
5. Financial Report Form
6. Copy of current bylaws
7. Copy of current Articles of Incorporation

*Election report and financial report forms are available on the ASRT website.