ASRT Affiliate Subordinate Compliance Attestation/Validation Form

Affiliate Name:

Please submit to the ASRT Governance Department at governance@asrt.org

Attestation:
We hereby attest that the following affiliate subordinates (chapters and districts) have provided documentation each year to the state affiliate verifying compliance as an ASRT subordinate. We understand as officers of an active ASRT affiliate that our affiliate may be subject to random audits as part of the affiliate subordinates' compliance process.

It is your affiliate's responsibility to keep all the required documentation listed below.
(DO NOT send documentation to ASRT)

Failure of the subordinates (chapters and districts) to provide your affiliate with compliance documentation can result in probation of your affiliate. The affiliate assumes responsibility for all subordinate compliance reporting.

Affiliate subordinate (chapter or district)

Name _____

Affiliate subordinate (chapter or district)

Name _____

Affiliate subordinate (chapter or district)

Name _____

Affiliate subordinate (chapter or district)

Name _____

Affiliate subordinate (chapter or district)

Name _____

Your affiliate is responsible for keeping all annual records documenting the following:

1. Proof of current, active incorporation in good standing. ***(Good Standing Certificate.)***
2. Proof of current Employer Identification Number from the IRS.
3. Proof of current filing of appropriate tax returns with the IRS.
4. Copies of current bylaws.
5. Reports of yearly meetings.
6. Reports of financial information from chapters and districts.
7. Officers' contact information and proof they are members of ASRT and your affiliate.

Officer Signature: _____ Officer Name: _____

Officer Title: _____ Date: _____

(By signing, we attest that all records are available upon ASRT request)