

# Affiliate Compliance CHECKLIST

Use this form to track all documents needed to submit for ASRT affiliate compliance.

## □ Compliance Items

1. Election Report Form.
2. Financial Report Form.
3. A copy of current bylaws.
4. A copy of Articles of Incorporation.
5. A copy or electronic printout of Good Standing certificate or proof of active incorporation verifying corporate existence is valid dated no later than 90 days prior to charter renewal being submitted.
6. Proof of 990 tax filing. If your affiliate is under the threshold for more extensive reporting for the IRS, you can submit the 990N Postcard which will take just a few minutes.
7. Completion of the ASRT Group Exemption Form.
8. Completion of the Affiliate subordinate attestation form on behalf of your subordinates (districts/chapters). If you have no subordinates, just indicate "N/A".
9. Affiliate Charter agreement. (This document is included as an attachment to the compliance reminder emails)

**Note:** Affiliate compliance information must be received by ASRT within 60 days after the close of your affiliate's Fiscal Year.

---

Documents can be faxed directly to the Governance and Affiliate Relations Department at 505-298-5063 or emailed to [affiliaterelations@asrt.org](mailto:affiliaterelations@asrt.org).