

WI VFW AUXILIARY

2026-2027 GENERAL ORDERS

"AN ANCHOR FOR VETERANS"

August 2026



Our year has started off with a bang! We had a great kickoff to **Foundation for Families**, our WI VFW Teams' special project, in Madison on July 3rd and received \$3000.00 toward our \$150,000 goal for the year. Fisher House Madison will be a tremendous benefit to our Veterans and their families as they seek treatment at the Madison VA. We received a briefing about the project at the Council of Administration meeting and it is anticipated that the house will be done and ready for occupants next summer.



Commander Renee and I have **Partners in Success** as a goal of us all working together to successfully care for our Veterans and their families. This means working with your VFW Post, Cooties and Riders on all activities and programs. We are stronger together in accomplishing our goals and completing our mission.



By the time you read this, our National Convention will have concluded and our National President will be Donna Mills from Pennsylvania, her motto is **Serving America's Heroes** and our own Cory Geisler will be our Commander-in-Chief, his motto is **One Team, One Mission, Veterans First.**

Cory and Donna have selected **Operation Bring Them Home** as their special project. This is a project working with the Defense POW/MIA Accounting Agency (DPAA) to account for and repatriate U.S. service members who are or were Prisoners of War or Missing in Action from past conflicts. Supporting this project means helping families find peace by bringing their loved one's home with honor.



We, as members of the VFW and Auxiliary, are and always will be advocates for our Veterans and their families. We will support legislation to benefit and take care of our Veterans and oppose legislation that will harm either current or future Veterans. CDR Renee's motto is: **Never Forget the Sacrifice.** We need to stay informed as to the specifics of a bill, not only the immediate benefits and/or detriments but future hidden ones as well.

When you are at events this year, please remember to invite others to join you in caring for our Veterans and their families. We are only as strong **"An Anchor for Veterans"** if we have the membership numbers to make a difference. Without someone willing to step forward and say stop, it is often too easy for those that haven't served to minimize the service and sacrifice of our Veterans and their families. Our voice is as important and needed TODAY as it was during the Bonus Army after World War I.

Respectfully,
Charlene K. Cobb
WI VFWA President 2026-2027
ckcand2k9@yahoo.com
(262) 348-6547

Veterans Crisis Line



**DIAL 988 then
PRESS 1**

Veterans Crisis Line

1.800.273.TALK (8255)
www.veteranscrisisline.net

Give an Hour providers

www.giveanhour.org
Click on "Search for a Provider"

Substance Abuse & Mental Health Services Administration (SAMHSA)

1.800.622.HELP (4357)
www.samhsa.gov

Patients Like Me online network

www.patientslikeme.com

Print this page twice (back-to-back) then you can cut out the 4 boxes as 2-sided information cards you can hand out to people in need.

VA Health Care

1.877.222.VETS (8387)
www.va.gov/health

PTSD Coach Online Apps

www.ptsd.va.gov/PTSD/apps/ptsdcoachonline

**Defense Centers of Excellence for
Psychological Health & Traumatic
Brain Injury**
www.dcoe.mil

VA Vet Center Program

www.vetcenter.va.gov/



KNOW THE FIVE SIGNS OF EMOTIONAL SUFFERING

JODY MCKINNEY
STUDEBAKER1971@GMAIL.COM
**VETERANS AND FAMILY
SUPPORT CHAIRMAN**

EXTENSION & REVITALIZATION

Chief-of-Staff Marla J. Morgan

marlamoose1@gmail.com

715-384-2500 or 715-650-2442



Our “**An Anchor for Veterans**” year is off to a great start! Summer is in full swing and by the time you read this, the National Convention will be in the history books. As you plan your District Training & Info Sessions, and your Fall Meetings, keep in mind the **WEALTH** of resources available on both our State website – **vfwauxwi.org** – and our National MALTA site – **malta.vfwauxiliary.org**.

The Wisconsin site includes our Dept. program as well as numerous links to National Resources. If you are entering directly into MALTA, be sure to create your MALTA login in so you can access the many excellent items there. Click on **Member Resources** and check out both the items under each Program as well as the **2026-2027 National Program Book** and the comprehensive **Building on the Auxiliary Foundation**. All items are suitable for ANY member – new or seasoned; current Chairmen/Officers or those thinking about it in the future – ANYONE!

And speaking of resources, don’t forget that each District has a **Chief-of-Staff**!

- District 2 – Linda Schluter, PDP – 608-209-3080 or l.schluter0319@gmail.com
- District 4 – Susan Koehler – 414-640-4890 or skoehler@wi.rr.com
- District 7 – Marla J. Morgan, PDP – 715-384-2500 or marlamoose1@gmail.com
- District 8 – Linda Morgan, PDP – 920-351-3021 or loopylin1950@gmail.com
- District 9 – Jody McKinney Dept Jr. Vice-715-651-8546 or studebaker1971@gmail.com
- District 10 – Jeff Nuernberger – 715-560-9298 or jeff.nuernberger@gmail.com
- District 11 – Joanne Biesek – 608-678-6543 or joannebiesek@gmail.com

These folks are ready to answer your questions and help your Auxiliary flourish!

Work hard, be kind, and amazing things will happen!



HISTORIAN/MEDIA RELATIONS

Sue Carlson, Chair

susankarlson1@gmail.com

(715) 271-8088



A good historian serves as a detective of humanity's timeline, meticulously answering the foundational **5 Ws** to preserve our collective memory:

- **Who:** They investigate the people—who shaped events.
- **What:** They document the exact facts!
- **Where:** They write short narratives that fully explain the contexts.
- **When:** They track timelines, ensuring dates are accurately chronicled.
- **Why:** They explain why it matters today.

By connecting these pieces, a historian ensures past legacies are accurately preserved to guide future generations.

LEGISLATIVE BULLETIN

Gail Brown Bensen, Chair

gsbbensen@gmail.com

518-209-8362 (talk/text)



Most of our legislative efforts focus on Congress in Washington, DC because veterans' benefits are administered at the federal level. We should continue to vigorously advocate to those representatives. Over the next three months, however; we also want to pay close attention to what's happening here in Wisconsin. Why do these local races matter to our veterans? Here's why – the following programs for veterans are administered by the Wisconsin Department of Veterans Affairs (WDVA) in Madison (<https://dva.wi.gov>)

- Veterans Homes Pre-Registration
- Veterans License Identifier
- Wisconsin G.I. Bill
- Property Tax Credit
- Health Care or Subsistence Aid Grants
- Wisconsin Cemetery Pre-Registration

In November, we will be electing a new Governor, along with Lieutenant Governor, Attorney General, Secretary of State, and State Treasurer, all who will serve in Madison. Candidates for these offices (as well as those for county and federal offices) will be crisscrossing Wisconsin to get out the vote. August, September, and October provide excellent opportunities to meet these candidates face-to-face, tell them about the VFW Legislative Priorities, and to let them know that as a member of the VFW Auxiliary, you care about veterans on the federal AND state level.

To find out where candidates for your state and federal districts will be over the next several weeks:

- check out the individual website for candidates in your district;
- stop by county or state fairs and go to local parades: the candidates will be there;
- if you are a member of a political party, visit that party's website and attend one of their "meet the candidates" events

Get out and speak with the candidates who want to represent YOU – they will be listening and we can use the campaign season as another opportunity to ADVOCATE on behalf of our veterans. Together, we can make a difference by **"Serving America's Heroes."**

MEMBERSHIP

Jennifer Mauritz, Chairman

jmauritz922@gmail.com

715-383-8628



“All Aboard: Every Member, Every Stop, Every Opportunity”

Hello Riders! August is all about momentum — keeping new members coming in and helping current members stay aboard.

Building momentum is about keeping the wheels turning — every renewal, every invitation, and every new Rider strengthens our organization. When we act early, stay engaged, and support one another, we create the kind of steady forward motion that carries us through the busy months ahead. Small actions now become big wins later, and together we keep the Membership Train rolling strong.

Membership Actions for August

- Promote Adopt-A-Member to help with dues
- Encourage early renewals (don't wait until winter!)
- Ask each member to invite ONE person
- Celebrate every renewal and new rider
- Submit membership forms promptly

**Momentum now = success later.
Let's all be “An Anchor for Veterans”.**



Speaking of Membership

Please update your records so that you send your New Membership Applications to YOUR NEW Department Secretary/Treasurer:

**Faith A. Elford PDP
WI VFWA Secretary/Treasurer
1414 Montclair Place
Fort Atkinson, WI 53538**

If you have any questions:

New Email Address: SecyTreasurer@vfwauxwi.org

Phone Number: 608-322-5144

National Scholarships

Alicia Weix, Chairman

duds444@gmail.com

(715) 370-2096



Our mission is to involve as many eligible students as possible to participate in our contests. We also want to involve teachers, administrators, members of the community, and VFW and Auxiliary members in this worthy effort. Also, do not forget during the year to share pictures on your local Department's social media pages and with National (info@vfwauxiliary.org).

VFW Voice of Democracy Scholarship

An audio-essay competition for students in grades 9 – 12. This year's theme is "What a Veteran Taught Me About America." Entries must be submitted to a local, participating VFW post, by **October 31st**.

VFW Patriot's Pen Scholarship

Written essay competition (300 to 400 words) for grades 6 – 8. This year's theme is "What a Veteran Taught Me About America." Entries must be submitted to a local, participating VFW post, by October 31st.

Continuing Education Scholarship

This scholarship is to assist members and their immediate family members who wish to further their education by pursuing a college degree or vocational/technical school. Entrant must be at least 21 years old, complete the application, and submit an essay of 300 words or less. The application must be received at National Headquarters by **February 15th**.

Young American Creative Patriotic Art

Two-dimensional art - This is open to any student in grades 9 - 12. The **deadline is March 31st** and eligible to students enrolled in a public, private, or home study program. Entries will be judged on patriotic theme and technique.

Three-dimensional art - This is open to any student in grades 9 - 12. The **deadline is March 31st** and eligible to students enrolled in a public, private, or home study program. Entries will be judged on patriotic theme and technique.

VFW Auxiliary Scholarship and Contest Resources

Official forms and contest rules can be found in MALTA Member Resources and on our VFW Auxiliary National website: [Your paragraph text.](#)

VFW National Home
Louise Engness, Chairman
wagnerla4@gmail.com
715-308-9302



VFW National Home, Eaton Rapids, MI- Fall Festival October 23-25, 2026

The theme this year is Hocus Pocus. Any costume that is family friendly will work this year! The bus will be thru Kobussen. Cost of the bus will be \$150, prices subject to change, per seat for each individual. The D9 Riders group has a raffle going and all the proceeds will go to defer the cost of the bus. Be sure to support the raffle and sell some! Be sure to thank a D9 Riders Group member for their support!

There are two hotels to choose from to make your own reservations once the block is available, all prices subject to change. The bus will stop and pick up at these two locations.

Hampton by Hilton Lansing West
900 N Canal Road. Lansing, MI 48917
20 rooms at a discounted group rate of \$119 + tax

Hilton Garden Inn
633 N. Canal Rd. Lansing, MI 48917
20 rooms at a discounted group rate of \$129 + tax

Remember this is our time to volunteer at the National Home and find out firsthand how the National Home supports our service members, veterans and their families!

The morning of Oct 24th will start with the annual meeting and then a tour of the VFW National Home community. There is a new commander at the National Home, we may get to meet at the meeting. Hopefully we will have an update on any new programs or homes being built to reach their goal of 50 homes. Come dressed for cool or hot weather for the tour outside. Plan to find your brick on the sidewalk, tour the museum and visit the store for the latest Swag! We will host the Fall Festival this year and Missouri will be there also to help. We will plan on 75 children at the festival. We will serve the meal and set up and run the games and hand out prizes! Plan to come and have Fun!!!

Come with us on the bus ride and stay for the fun at the National Home Fall Festival!
See You There!

WAYS & MEANS

Vicki Newbauer, Chairman

vnebauer1950@gmail.com

715-257-2099



Medford Class of '68 group is happy not to come!

“Members, today we’re launching our Department’s themed fundraiser – the Don’t Come Dinner: Drop Anchor Edition.

This is the easiest event you’ll never attend. No travel, no dress code, no setup, and no cleanup. All we’re asking is that you drop anchor at home and support our veterans from your own safe harbor. Each Auxiliary will receive a Don’t Come Dinner invitation. Choose a donation level that fits your voyage – calm seas, steady winds, or full steam ahead – and send it in. Every dollar helps us continue the programs that serve our veterans, military families, and communities. See a poster on the next page.

This year, we’re also inviting the public aboard. Friends, family, neighbors, and local businesses often want to support veterans but don’t always know how. This is a simple, meaningful way for them to join our mission. Please share the invitation widely – on social media, in newsletters, and in your community. Your District President will be bringing you a Poster and Certificates of non-attendance!

Let’s chart a successful course together. When we drop anchor as one crew, our support becomes stronger, our impact grows, and our veterans feel the steady strength of the Auxiliary behind them. Medford Class of '68 group is happy not to come!

Thank you for your dedication. Let’s make this Don’t Come Dinner a smooth sail and a great success.”



Sample of Certificate of non-attendance (receipt) to give out to your donors.

Make checks payable: VFWA of WI

Memo: Don’t Come Dinner

Mail to: Faith Elford, Treasurer
1414 Montclair Place
Fort Atkinson, WI 53538

DEPARTMENT OF WISCONSIN
VFW AUXILIARY

★ **WAYS & MEANS FUNDRAISER** ★

THE
DON'T COME DINNER

*Drop anchor at home & support our mission...
by not showing up*

★ NO TICKET, NO DRESS UP, NO SHOWING UP ★

\$10 "I'M NOT COMING, BUT I CARE" -

★ **S.S. Supporter** ★

\$20 "I'M REALLY NOT COMING" -

★ **U.S.S. Stay Away** ★

\$30 "I WOULDNDN'T COME EVEN IF YOU PAID ME" -

★ **H.M.S. Nope** ★

\$50 I'M DROPPING ANCHOR AND TAKING A NAP. -

★ **N.A.P. Time** ★

NO TICKET, NO DINNER. ALL SUPPORT!

Your donation helps keep our programs afloat!

Name: _____

Auxiliary #: _____ Donation Amount: _____

☒ I will proudly support the Ways & Means Program by not attending.

Mail to: _____

YOUTH ACTIVITIES

Patty Jansky, Chairman

pajansky@charter.net

715-723-0408



ILLUSTRATING AMERICA

Illustrating America gives our students a chance to showcase both their patriotism and their artistic talent! Once again, our Youth Activities Program is offering this Patriotic Art Contest for students in Grades K-8. Their two-dimensional art will be judged on patriotic theme and technique.



NEW DUE DATES THIS YEAR:

December 15, 2026: Art entries are due to local VFW Auxiliaries for judging.

January 15, 2027: Local Auxiliary first place winners in each grade division must reach me for Department judging.

Because of these earlier due dates, your Auxiliary will need to reach out to local schools, youth groups and clubs very soon. The new 2026-2027 entry forms and contest rules can be found on MALTA Member Resources and on our WI Auxiliary website under Youth Activities. **Please remind your parents and students to read the instructions carefully.** Some frequently missed items include printing the child's name, age and grade on the back of their artwork, and reinforcing paper entries with heavy paper (use something heavier than construction paper such as posterboard, cardboard, foamboard, etc.) Matting requirements are less restrictive (colored mats are now allowed).

Department of Wisconsin Awards

(In each of the grade divisions – Grades K-2, 3-5 and 6-8)

First Place: \$75 / Second Place: \$50 / Third Place: \$25

National Awards

(In each of the grade divisions – Grades K-2, 3-5 and 6-8)

First Place: \$100 / Second Place: \$50 / Third Place: \$25



Encourage your young artists to enter this contest. Not only will it allow them to share their creativity, but it will introduce them to what our Auxiliary does for our veterans and our communities. It may also motivate them to enter the Young American Creative Patriotic Art and 3-D Art Scholarship Contests in high school. **Go, Wisconsin!**



AUDITS

Remember: change the address you send the second Quarter Audits to by August 31:

Faith A. Elford PDP

WI VFWA Treasurer

1414 Montclair Place

Fort Atkinson, WI 53538

You will find a new Audit Form for 2026-2027 in these orders and on our website.

OTHER DATE REMINDERS: Your Bond needs to be done by August 31st.

Your 990 ePostcard is due by November 15th.

Hospital
Laurie Coffin, Chairman
Laurie2bk@gmail.com
608-792-1422



The new year has begun and hopefully everyone had a safe summer.

Two very important items for the Hospital Chairmanship is to get the information out to each Auxiliary that they should pay \$2.00 per member to the Hospital Program (using membership as of June 30th). This is so our VAVS Reps and Deps can get their mileage reimbursed for volunteering at the VA Hospital or Veterans Home where they volunteer. This is also for canteen books, coffee and annual gifts to be given during the President's Hospital Visits.

The next important item that we ask each Auxiliary to contribute to is Hospital Projects. This is for special events and holidays at each facility. Without donations special programs cannot be given and bingo, concerts, other games, special activities cannot be arranged for the veterans to enjoy.

When you have your monthly meetings, please think about donating to these two (2) programs. Make sure to mark it on your check and also on your sheet that you turn into the Treasurer so your Auxiliary can receive credit at the end of the year.

If you volunteer at a VA Hospital or Veterans Home see if your Auxiliary members can come up with ideas to celebrate non-traditional holidays, make items for the Veterans (lap robes, bibs, quilts and etc.)

Thank you and I look forward to hearing from all the Auxiliaries on what they do for our Veterans.



More from your Secretary/Treasurer

2026-2027 WI Auxiliary Roster -

Is now available in the Members Only Section of our WI VFWA website – www.vfwauxwi.org
You can either download and print the full Roster or just pull up one section at a time when you are looking for the contact information of a particular Officer.

Donation forms

In these General Orders and on our website under **Resources – Treasurer**, you will find the 2026-2027 Donation forms. Please do read the instructions carefully so that you send your donations to the correct entity, to get the proper credit for your donation.

VFW AUXILIARY - DEPT OF WISCONSIN

AUDIT REPORT

AUXILIARY NO. _____ DISTRICT NO. _____ FOR CALENDAR YEAR _____

Please Circle which Quarterly Audit is being submitted:

QUARTER	PERIOD COVERED	AUDIT COMPLETED	APPROVED AUDIT SENT	DEPT TREASURER BY
1ST	Jan 1 - March 31			May 31
2ND	Apr 1 - June 30			Aug 31
3RD	July 1-Sept 30			Nov 30
4TH	Oct 1-Dec 31			Feb 28

DISTRIBUTION OF RECEIPTS, DISBURSEMENTS AND CASH BALANCE BY FUND

FUND	CASH BALANCE LAST REPORT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
Auxiliary General Fund				
Dept/Natl Dues (Restricted)				
Cancer Ins. (Restricted)				
Aux Relief Fund (Restricted)				
Kitchen/Bingo Fund				
Other				
SUB-TOTAL				
TOTALS:				
Savings Account/CD's				
TOTAL BALANCE				

Bank Balance as shown on Bank Statement

PLUS OUTSTANDING DEPOSITS \$ _____

LESS AMOUNT OF OUTSTANDING CHECKS \$ _____

Total Adjusted Bank Balance: \$

This is to certify that the books and records of the Treasurer and Secretary have been audited, found correct, and all money properly accounted for. This is when read at meeting MUST HAVE APPROVED DATE: _____	TRUSTEES SIGNATURES: (MUST BE AT LEAST 2) #1 _____ #2 _____ #3 _____	DISTRIBUTION: Original to: Auxiliary Secretary after the Senior Trustee has read and Auxiliary approves. Copy to: Auxiliary Treasurer Must mail a copy to Department Treasurer: FAITH ELFORD, DEPT SECY/TREASURER 1414 MONTCLAIR PL FORT ATKINSON, WI 53538
	AUDITED THIS DATE: _____	

-THESE BOXES MUST MATCH

DONATIONS REQUESTS FORM FOR 2026-2027

THE FOLLOWING IS MADE PAYABLE TO: **VFW-WI**

MAILED TO: VFW HEADQUARTERS – WISCONSIN
PO BOX 6128
MONONA, WI 53716-6128

\$_____ CHECK NO. _____ **WI UNMET NEEDS/ WI VETS ASSISTANCE**

THE FOLLOWING CHECK IS MADE PAYABLE TO: **VFW NATIONAL HEADQUARTERS**

MAILED TO: VFW NATIONAL HEADQUARTERS
406 W 34TH ST 9TH FLOOR
KANSAS CITY, MO 64111

\$_____ CHECK NO. _____ **NATIONAL MILITARY SERVICES (NMS)**
THIS INCLUDES MILITARY ASSISTANCE PROGRAM, (UNMET NEEDS)

THE FOLLOWING CHECK IS MADE PAYABLE TO: **VFWAUX NATIONAL**

MAILED TO: VFWA NATIONAL HEADQUARTERS
406 W 34TH ST – 10TH FLOOR
KANSAS CITY, MO 64111

\$_____ CHECK NO. _____ **NATIONAL HOME HEALTH & HAPPINESS/CHRISTMAS CHEER**
(\$.25 PER MEMBER BASED ON June 30, 2026) OR ENTER THRU MALTA

THE DISTRICT DUES: MAIL TO DISTRICT TREASURER {address are below}

DISTRICT 2	SUE PLUE	W8644 Hilltop Rd	Fort Atkinson, WI 53538
DISTRICT 4	JULIE PIPKE	4301 S 43 RD ST	Greenfield, WI 53220
DISTRICT 7	CONNIE SCHOELKOPF	E8860 Hudson Rd	Clintonville, WI 54929
DISTRICT 8	NANCY MALEWISKI	405 Woodrow St	Denmark. WI 54208
DISTRICT 9	PATTY JANSKY	12758 43 RD Ave	Chippewa Falls, WI 54729
DISTRICT 10	JEFF NUERNBERGER	N2789 Lekie Dr	Medford, WI 54451
DISTRICT 11	LAURA COFFIN	503 S "L" ST	Sparta, WI 54656

*****NOTE*****

**ALWAYS!!!! REFER TO DEPARTMENT PRESIDENT'S COMMUNICATIONS FOR OTHER REQUESTS NOT LISTED –
PLEASE READ – WHERE TO SEND DONATIONS AND HOW TO EARMARK CHECKS**

CHECKS MADE OUT TO PROGRAMS OR WITH MY NAME ON WILL BE RETURNED
TWO SIGNATURES ARE REQUIRED ON ALL AUXILIARY CHECKS

THANK YOU

DONATION REQUESTS FOR 2026-2027

FOR YOUR CONVENIENCE HERE'S A FORM YOU MAY USE FOR EITHER A COMBINED CHECK OR INDIVIDUAL CHECKS

MAKE CHECKS PAYABLE TO: VFWA-WI

MAIL TO: FAITH ELFORD, DEPT SECY/TREAS

1414 MONTCLAIR PL

FORT ATKINSON, WI 53538

AUXILIARY NO. _____ AUX NAME: _____ DISTRICT _____

\$ _____ CHECK NO. _____ HOSPITAL PROGRAM (\$2 PER MEMBER BASED ON 6/30/2026)

\$ _____ CHECK NO. _____ VFW NEWS (\$1.00 PER MEMBER BASED ON 6/30/26)

\$ _____ CHECK NO. _____ AMERICANISM PROGRAM

\$ _____ CHECK NO. _____ HOSPITAL PROJECTS

\$ _____ CHECK NO. _____ WAYS & MEANS

\$ _____ CHECK NO. _____ NATIONAL SCHOLARSHIP –PATRIOTIC ART

\$ _____ CHECK NO. _____ NATIONAL SCHOLARSHIP-3D PATRIOTIC ART

\$ _____ CHECK NO. _____ STATE SCHOLARSHIP **LILLIAN CAMPBELL MEDICAL SCHOLARSHIP ONLY!**

\$ _____ CHECK NO. _____ MEMORIALS – PLEASE STATE WHICH PROGRAM
TO CREDIT TO _____

THE PROGRAMS LISTED BELOW ARE ONLY IF REQUESTED BY PRESIDENT OR CHAIRMAN

\$ _____ CHECK NO. _____ NATIONAL HOME

\$ _____ CHECK NO. _____ YOUTH ACTIVITIES

\$ _____ CHECK NO. _____ NATIONAL SCHOLARSHIP – VOICE OF DEMOCRACY

\$ _____ CHECK NO. _____ NATIONAL SCHOLARSHIP – PATRIOT'S PEN

\$ _____ CHECK NO. _____ PRESIDENT'S SPECIAL PROJECT-FISHER HOUSE-MADISON

TOTAL AMOUNT _____ CHECK NO. _____

SPECIAL PROJECTS AS LISTED IN CHAIRMAN'S BULLETINS OR GENERAL ORDERS!!!!

THE ABOVE LIST ARE DONATIONS FOR 2026-2027 YEAR. YOU MAY MAKE COPIES AND SUBMIT WITH YOUR CHECKS FOR PROPER CREDIT AND RETAIN A COPY FOR EASY FILLING IN OF YEAR END REPORTS.