**Checklist for New Locals**

\_\_\_\_\_ MLO-112 Application for Local Charter   
 (signed by 5 members of the new Local and approved by

the District/Region

\_\_\_\_\_ IUE-CWA Approved Bylaws

\_\_\_\_\_ MLO-109 Local Officer Information

\_\_\_\_\_ MLO-111 Request for Certifications to Company for

Dues Deductions (if applicable)

\_\_\_\_\_ Request for Labor Bond coverage and amount (or copy of

policy if already carried)

\_\_\_\_\_ MLO-106 Request for IRS group exempt status

\_\_\_\_\_ EIN Number

Additional Items:

\_\_\_\_\_\_ State Business Registration ID (Not required in all states)

\_\_\_\_\_\_ Bank Account opened with three check signers (2 required per check)