



TO: All Districts and Posts

Date: July 08, 2025

Subject: Instructions for filling out Bond Forms

1. **Instructions for each VFW Accountable Officer that handles funds.**

(Always the Quartermaster, but may include the Commander or Assistant Quartermaster).

- a. Must use **Form No. 2** marked on the lower left side of page only. **Do not use the TIA Form**
- b. The pricing is the same for the Accountable Officer as well as the Canteen Employees.
- c. Commander, Adjutant or Senior Vice Commander must sign the form
- d. The completed form must be sent to Department headquarters with a check or credit card information.

2. **Instructions for each Employee(s)/Volunteer(s) that handle funds.**

- a. Must use the **T-I-A Tallman Insurance Employee form.**
- b. The pricing is the same for the Accountable Officer as well as the Canteen Employees
- c. The form is filled out and signed by the employee.
- d. The completed form must be sent to Department Headquarters with a check or credit card information.

3. **The Cover Sheet is used to add all VFW Accountable Officers and Employees bond costs.**

- a. Total all VFW Accountable Officers and Employees bond amount.
- b. Assemble your bond package, the VFW Accountable Officer form(s) and Employee form(s) with a check or credit card information for the total of all bonds.
- c. Mail or email (email only with credit card) your bond package to Department Headquarters.
- d. All bonds must be submitted by **August 31, 2025**

4. **Please call Department Quartermaster Jenn Hutt with any questions at (919) 606-3821.**

Mail To: VFW, Dept. of N.C.
4310 Cumberland Rd
Fayetteville, NC 28306

Email To: qm@ncvfw.org

ACCOUNTABLE OFFICER AND CANTEEN EMPLOYEE BOND PRICING FOR FY 2023/2024													
Bond	Cost	Bond Amount	Cost	Bond Amount	Cost	Bond Amount	Cost						
\$2000 or less	\$ 15.00	40,000	\$ 180.00	258,000	\$ 645.00	502,000	\$ 1,004.00						
3,000	\$ 21.00	50,000	\$ 225.00	259,000	\$ 648.00	503,000	\$ 1,006.00						
4,000	\$ 28.00	60,000	\$ 270.00	260,000	\$ 650.00	504,000	\$ 1,008.00						
5,000	\$ 35.00	70,000	\$ 315.00	261,000	\$ 700.00	505,000	\$ 1,010.00						
6,000	\$ 42.00	80,000	\$ 360.00	270,000	\$ 675.00	506,000	\$ 1,012.00						
7,000	\$ 49.00	90,000	\$ 405.00	280,000	\$ 700.00	507,000	\$ 1,014.00						
8,000	\$ 56.00	100,000	\$ 450.00	290,000	\$ 725.00	508,000	\$ 1,016.00						
9,000	\$ 63.00	110,000	\$ 495.00	300,000	\$ 750.00	509,000	\$ 1,018.00						
10,000	\$ 70.00	120,000	\$ 540.00	310,000	\$ 775.00	510,000	\$ 1,020.00						
11,000	\$ 77.00	130,000	\$ 585.00	320,000	\$ 800.00	520,000	\$ 1,040.00						
12,000	\$ 84.00	140,000	\$ 630.00	330,000	\$ 825.00	530,000	\$ 1,060.00						
13,000	\$ 91.00	150,000	\$ 675.00	340,000	\$ 850.00	540,000	\$ 1,080.00						
14,000	\$ 98.00	160,000	\$ 720.00	350,000	\$ 875.00	550,000	\$ 1,100.00						
15,000	\$ 105.00	170,000	\$ 765.00	360,000	\$ 900.00	560,000	\$ 1,120.00						
16,000	\$ 112.00	180,000	\$ 810.00	370,000	\$ 925.00	570,000	\$ 1,140.00						
17,000	\$ 119.00	190,000	\$ 855.00	380,000	\$ 950.00	580,000	\$ 1,160.00						
18,000	\$ 126.00	200,000	\$ 900.00	390,000	\$ 975.00	590,000	\$ 1,180.00						
19,000	\$ 133.00	210,000	\$ 945.00	400,000	\$ 1,000.00	600,000	\$ 1,200.00						
20,000	\$ 140.00	220,000	\$ 990.00	410,000	\$ 1,025.00								
21,000	\$ 147.00	230,000	\$ 1,035.00	420,000	\$ 1,050.00								
22,000	\$ 154.00	240,000	\$ 1,080.00	430,000	\$ 1,075.00								
23,000	\$ 161.00	250,000	\$ 1,125.00	440,000	\$ 1,100.00								
24,000	\$ 168.00	251,000	\$ 628.00	450,000	\$ 1,125.00								
25,000	\$ 175.00	252,000	\$ 630.00	460,000	\$ 1,150.00								
26,000	\$ 117.00	253,000	\$ 633.00	470,000	\$ 1,175.00								
27,000	\$ 122.00	254,000	\$ 635.00	480,000	\$ 1,200.00								
28,000	\$ 126.00	255,000	\$ 638.00	490,000	\$ 1,225.00								
29,000	\$ 131.00	256,000	\$ 640.00	500,000	\$ 1,250.00								
30,000	\$ 135.00	257,000	\$ 643.00	501,000	\$ 1,002.00								



BONDS DUE BY AUGUST 31, 2025

INSTRUCTIONS:

All Districts and Posts Must use the New Bond Application for 25/26 year.

PLEASE WRITE LEGIBLY OR IT WILL DELAY THE PROCESSING OF YOUR POST'S BONDS.

Do not use last year's bond applications they cannot be accepted.

If paying by check make checks payable to VFW, Dept. of NC and mail all bond applications and checks to:

**VFW, DEPT. OF NC
4310 Cumberland Rd
Fayetteville, NC 28306**

If paying by credit card, please email card information using this form and applications to:

Email: gm@ncvfw.org

Call Jenn Hutt, Monday through Friday 9am – 5pm, with any questions at (919) 606-3821.

TIA Form is only for Canteen Employees/ Bingo Employees. Not Accountable Officers

Person to be bonded	Total Bond Amount	Bond Cost	Attachment
Commander			QM Form2
Quartermaster			QM form 2
Assistant Quartermaster			QM Form 2
Bingo Manager			TIA form
Canteen Manager			TIA Form
Bartender 1			TIA Form
Bartender 2			TIA Form
Bartender 3			TIA Form
Bartender 4			TIA Form
Totals			TIA Form

Credit Card Number:	
Expiration Date:	
CDC # 3 digits on back of card	

Post Number: _____

Contact Email: _____

Contact Name: _____

Contact Phone Number: _____