

# PAST DUES

## MEMBERSHIP TRANSMITTAL FORM

**This Form is only to be used to pay dues prior to 2013**

Please duplicate this form for future use, also available online at [www.amlegionauxwi.org](http://www.amlegionauxwi.org)

*Make a copy of completed Transmittal Form for your records*

Unit city location \_\_\_\_\_ Unit # \_\_\_\_\_

Date \_\_\_\_\_ Dist # \_\_\_\_\_

### REQUIREMENTS


Department services 430+ units and over 26,000 members, the following requirements are to make sure your unit's dues are processed quickly and accurately. We must also adhere to National and our Department Auditor's guidelines; therefore, **these are not options but mandatory. ALL dues payments must have this front page attached.**

### Membership will be returned if any of the following have occurred:

 **This is a pay dues form. LIST ONLY THE MEMBERS YOU ARE PAYING FOR.**

**DO NOT** list anyone whose dues do not need to be paid. (Deceased, PUFL's or paid up transferring members.)


**Deceased/dropped/name change** members **MUST** be submitted on a Member Data Form. **NOT** this form.

 Submit a **SEPARATE** Membership Transmittal Form *for each membership year*. A **2013 Transmittal form must be used for all 2013 dues**. A **PAST DUES Transmittal form is to be used for any other year**.

If you are paying dues for more than one year, **separate** forms need to be filled out *for each membership year*.

 A Member **ID#** is required for everyone

 A Date of Birth is **required for EVERY** Junior. **DO NOT LIST SENIOR DOB'S**.

 List Seniors first and then Juniors in alphabetical order. **DO NOT** submit several Transmittal forms at the same time with form 1 A-Z, form 2 A-Z, etc. The **ENTIRE** submission (all transmittals mailed at the same time) must have Seniors first then Juniors **ALL** in alphabetical order.

**If you have ANY questions, please refer to the "How To" Guide or contact Department**

**AMERICAN LEGION AUXILIARY – DEPARTMENT OF WISCONSIN**  
**PO Box 140 – Portage WI 53901 608-745-0124 – Fax 608-745-1947 - Toll free 866-664-3863**

Membership card year \_\_\_\_\_ **(This form is ONLY for dues PRIOR to 2013)**

(A SEPERATE Transmittal form **MUST** be used for EACH YEAR you wish to have paid.)

Total **SENIORS** (new & renewals) \_\_\_\_\_ @ 16.00 \$ \_\_\_\_\_

Total **JUNIORS** (new & renewals) \_\_\_\_\_ @ 3.00 \$ \_\_\_\_\_

**Total Sr & Jr names listed** \_\_\_\_\_ Check Total \$ \_\_\_\_\_

Enclosed is check # \_\_\_\_\_ **DO NOT** send members' individual checks.

A check from the unit made payable to ALA must be sent in with the transmittal form.

Person completing the Unit Membership Transmittal Form \_\_\_\_\_

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Work/Cell # \_\_\_\_\_



**Review Requirements on the front page of this form before submitting**

List ALL members you are paying for **ALPHABETICALLY** on this sheet – List Seniors first then Juniors.

List only the members you are paying for – **DO NOT LIST PUFL's, Deceased or Paid Up Transfers!**

Make sure ALL ID#'s and Junior D.O.B's are listed!

MEMBER ID #	NAME	SR.	JR.	NEW	RENEW	TRANSFER	JR. D.O.B
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							
31.							
32.							
33.							
34.							
35.							
36.							
37.							
38.							
39.							
40.							
41.							
42.							
43.							
44.							
45.							

Total Sr's this page \_\_\_\_\_

Total Jr's this page \_\_\_\_\_