

## UNIT MEMBERSHIP TRANSMITTAL FORM

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 438 units and over 25,000 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.** (refer to the "How To" Guide for different submission options.)

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

*THESE ARE NOT NEW BUT HAVE BEEN REQUIRED FOR MANY YEARS*



**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 to Dept. on a Member Data Form. **NOT** this form.



Submit a **SEPARATE** Unit Membership Transmittal Form *for each membership 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 but new members leave their ID # blank.



A Date of Birth is **required for EVERY Junior.** **DO NOT LIST SENIOR DOB'S.** All members born in **1993** turning 18 prior to the start of the 2012 membership year **will need to pay Senior dues.** Members born in 1994 are not considered a Senior, for dues purposes, until the following year (2013)



When submitting payment for a transferring member, a Member Data Form (available online at [www.amlegionauxwi.org](http://www.amlegionauxwi.org)) **must** accompany this Transmittal.



When submitting a New Member, a New Member Application **must** accompany the Transmittal. (available online at [www.amlegionauxwi.org](http://www.amlegionauxwi.org)) A New Member **cannot be processed** without payment and a New Member Application.



List Seniors first and then Juniors. Please make sure they are in alphabetical order. **DO NOT** submit several Transmittal forms with each one in alphabetical order. The **ENTIRE** submission must have Seniors first then Juniors **ALL** in alphabetical order. (refer to the How To Guide for different submission options.)

**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 \_\_\_\_\_ (Department is looking to pay dues for this year. List only **1 year** per form)

A **separate** Transmittal **MUST** be filled out for each membership year that you are paying dues for.

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

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

Credits Used (PUFL or Membership) **SUBTRACT** \$ \_\_\_\_\_

**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 (except new members) and Junior DOB's are listed.

Members born in **1993** are **Seniors**. Members born in **1994** are **Juniors**

**PLEASE PRINT OR TYPE – WE CANNOT PAY WHAT WE CANNOT READ**

MEMBER ID #	NAME	SR.	JR.	NEW	RENEW	TRANSFER	JR. DOB
1.							
2.							
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45.							

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