

This form is available on line
www.amlegionauxwi.org

Dept use only
Trans # _____

UNIT MEMBERSHIP TRANSMITTAL FORM

Please duplicate this form for future use

Unit city location _____

Unit # _____

Date _____

Dist # _____

IMPORTANT

- Unit Membership Transmittal Form must accompany dues submitted to Department.
- Submit separate Unit Membership Transmittal Form *for each membership year*.
- Memberships will not be processed if information is missing; incomplete applications, incorrect Transmittal Forms or wrong dollar amounts.
They will be returned for correction to the person named below.
- **It is mandatory that all names be listed alphabetically on the back of this form. Failure to do so will result in your memberships being returned.**
- DO NOT send CASH.
- DO NOT staple/tape checks to Transmittal Form.
- If stubs (a) & (b) become separated, DO NOT staple/tape together. Just be sure both are included with your paper work.
- List only the names you are submitting stubs and dues for.

Make a copy of completed Transmittal Form for your records

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 _____

Total **SENIORS** (new & renewals) _____ @ 13.00 \$ _____

Total **JUNIORS** (new & renewals) _____ @ 2.50 \$ _____

Total Sr & Jr cards sent _____ Total Amt \$ _____

Enclosed is check # _____ **DOUBLE CHECK YOUR FIGURES ABOVE**

PLEASE PRINT OR TYPE

Make sure enough postage is put on the envelope

Person completing the Unit Membership Transmittal Form _____

Address _____

City/Zip _____

Phone # () _____ Work # () _____

List enclosed memberships **ALPHABETICALLY** on this sheet – **separate senior cards from junior cards**
 List only the members you are paying for – DO NOT LIST VIMS! (N is for new – R is for Renewal)

| NAME | Sr/N | Sr/R | NAME | Jr/N | Jr/R |
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