



American Legion Auxiliary

Department of Michigan
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*Serving Veterans,
Their Families and
Their Communities*

INSTRUCTIONS
(See Reverse Side)

Please Print

UNIT TRANSMITTAL FORM

Please Print

THIS FORM MUST ACCOMPANY ALL MEMBERSHIP DUES.

Transmittal No.: 1 Membership Year: 2 Date: 3

Unit Name: 4 District No.: 5 Unit No.: 6

TOTAL JUNIORS: Renewals 7 ↓ @ \$ 3.00 = \$ 8 ↓

TOTAL JUNIORS: NEW** @ \$ 3.00 = \$ _____

TOTAL SENIORS: Renewals @ \$15.00 = \$ _____

TOTAL SENIORS: Rejoins @ \$15.00 = \$ _____

TOTAL SENIORS: Transfers @ \$15.00 = \$ _____

TOTAL SENIORS: NEW** @ \$15.00 = \$ _____

TOTAL JUNIORS & SENIORS: 9 **TOTAL AMOUNT ↓**

ENCLOSED IS CHECK NUMBER 11 IN THE AMOUNT OF: \$ 10

****Please make certain that all membership applications are verified with a signature of an authorized member of the American Legion Post. Do not forget to write your Unit No. on the application.**

Please Print All Information Clearly!

YEAR TO DATE

Unit Membership: 17

PUFL Members: 18

TOTAL: 19

Print Name: 12

Signature: _____

Title: 13

Mail Address: 14

City, State, Zip: _____

Day Time Phone: (_____) 15

Email: 16

WHITE COPY: 20

Send to Department with Dues and a List of Members in Alphabetical Order of the names you are submitting on this form.

YELLOW COPY: Unit Files

STEP BY STEP INSTRUCTIONS
NECESSARY TO COMPLETE MEMBERSHIP TRANSMITTAL

1. At the beginning of each new membership year, start over and number each transmittal consecutively starting with the number 1, 2, 3, etc.
2. Indicate the year that you are submitting dues for, make sure to submit a separate transmittal for each year you are paying dues on.
3. Always make sure to date the transmittal the date in which it was mailed.
4. The Unit Name for dues being submitted.
5. The District Number for dues being submitted.
6. The Unit Number for dues being submitted.
7. Enter the total number of Junior or Senior Renewals; Junior or Senior New; Rejoins and Transfers. Multiply this number by the dues rate preprinted on form to the right.
8. Enter the total dollar amount.
9. Enter the total of members to pay in this column.
10. Enter total amount submitted.
(IT IS VERY IMPORTANT TO DOUBLE CHECK YOUR MATH AND MAKE SURE THAT THE CORRECT AMOUNT HAS BEEN ENTERED AND THAT IT MATCHES THE CHECK SUBMITTED.)
11. Make sure you or your TREASURER notates the check number(s) that corresponds with this form. If you are submitting more than one year or multiple transmittals you may total all transmittals and submit one check. Just indicate the transmittal numbers it covers on your check.
12. Print name and signature of person completing transmittal. (It may be necessary to contact you.)
13. Title of person signing form.
14. Print complete mailing address in case transmittal has to be returned.
15. DAYTIME contact phone number that we may contact you for any questions.
16. Email address of person completing form.
17. Regular Junior & Senior Members paid year to date, including this transmittal.
18. PUFL Members in Unit (PLEASE NOTE: these numbers will not be added by National to the Unit Roster until late fall. It is not necessary to report the PUFL names.) PUFL (formally called VIMs) stands for Paid-Up-For-Life Members.
19. Total Members plus PUFL members submitted to Department. PLEASE—Keep in mind it is the Department's aim to process your transmittals as quickly and efficiently as possible. However, it will take a period of time to complete the steps, particularly with new members. Membership discrepancies may occur due to incorrectly completed transmittals, incomplete applications, or a number of other errors.
20. Send white copy with check for total dues PLUS a List of Members in Alphabetical Order of the names you are submitting with this form.

It is the responsibility of the Membership Chairman of each Unit to check the Membership Report online at our website (www.michalaux.org) monthly to make sure the Unit's numbers match those the Department is reporting. HOWEVER, IT IS RECOMMENDED THAT YOU WAIT A PERIOD OF AT LEAST TWO WEEKS AFTER THE TRANSMITTAL WAS MAILED. This will allow for processing. This can be done by email, faxing, mail or telephone.

PROCESSING OF MEMBERSHIP IS AN IMPORTANT AND VITAL ROLE OF EACH UNIT, WE WANT TO SAY THANK YOU IN ADVANCE FOR TAKING THE TIME AND EFFORT FOR REPORTING AND TRANSMITTING YOUR MEMBERSHIP TO THE DEPARTMENT OFFICE.

A set of Membership Guidelines was submitted in each Membership Packet and is available on our website. We suggest that you review them each year to make sure you are submitting dues correctly! However, if for any reason you have any questions prior to submitting this form; please do not hesitate to call the State Office at any time. We are here to serve and offer guidance to our ALA Units in whatever capacity they may need! Good Luck...!

Department of Michigan Office Staff