

## **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. Please keep the pink copy set for 2019 and the yellow set for previous years for your records.
- 3) Always make sure to date the transmittal the date it was mailed.
- 4) Your Unit name.
- 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 the form to the right. Do NOT send payment for members who paid Online! Those funds are sent to Department from National. Department will either send a check or credit memo to you when we receive Online dues and PUFL payments.
- 8) Enter the total dollar amount.
- 9) Enter the total of member to pay in this column.
- 10) Enter total dues for these members. IT IS VERY IMPORTANT TO DOUBLE CHECK YOUR MATH, MEMBER COUNTS, AND MAKE SURE THAT THE CORRECT AMOUNT HAS BEEN ENTERED AND THAT IT MATCHES THE AMOUNT OF THE CHECK SUBMITTED
- 11) If you are using a credit on this transmittal subtract the amount of the credit.
- 12) If you are paying a previously owed debit ADD the amount to the transmittal total.
- 13) Notate 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. Please indicate the transmittal numbers being paid on your check.
- 14) Enter the total amount of the check being submitted.
- 15) Print the name of the person completing the transmittal and sign. We need this information so we may contact you.

Send the white copy with the check for the total dues PLUS a Transmittal List of Members in **alphabetical** order of the names you are submitting with the form. Also include the member ID#'s, whether the member is a Junior or Senior, a New, Renew, Rejoin, and if they Joined/Renewed Online.

Please be sure to make sure any new member applications are fully completed. See separate instruction guide.

It is the responsibility of the Membership Chairman of each Unit to check the Membership Report online at our website ([www.michalaux.org](http://www.michalaux.org)) monthly to make sure the Unit's numbers match those 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.

Please be sure to send Department all originals of paperwork. Make and keep copies of everything prior to submitting to Department. This is helpful for you to keep accurate records or in the event paperwork is lost in the mail, etc.

Special Note – Department does NOT want or need DD-214's or other personal records that are used to support membership eligibility. Once the Post Commander or Adjutant reviews the paperwork for accuracy their signature serves as proof all eligibility requirements have been met.

**Department reserves the right to return Membership Transmittals and other submissions to the unit if they are not complete or submitted improperly.**

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.

**If you have any questions prior to submitting membership paperwork please do not hesitate to call Department at (517) 267-8809 or email [membership@michalaux.org](mailto:membership@michalaux.org)**



## UNIT TRANSMITTAL FORM

*For 2023 Membership Year or Later*

THIS FORM MUST ACCOMPANY ALL MEMBERSHIP DUES

Transmittal #: ① Membership Year: ② Date: ③

Unit Name: ④ District #: ⑤ Unit #: ⑥

TOTAL JUNIORS: Renewals ⑦ @ \$ 4.25 each = \$ ⑧

TOTAL JUNIORS: NEW\*\* \_\_\_\_\_ @ \$ 4.25 each = \$ \_\_\_\_\_

TOTAL SENIORS: Renewals \_\_\_\_\_ @ \$25.50 each = \$ \_\_\_\_\_

TOTAL SENIORS: Rejoins \_\_\_\_\_ @ \$25.50 each = \$ \_\_\_\_\_

TOTAL SENIORS: Transfers \_\_\_\_\_ @ \$25.50 each = \$ \_\_\_\_\_

TOTAL SENIORS: NEW\*\* \_\_\_\_\_ @ \$25.50 each = \$ \_\_\_\_\_

TOTAL JUNIORS & SENIORS: ⑨ TOTAL \$ ⑩

LESS ANY CREDITS BEING USED - ⑪

ADD ANY DEBITS BEING PAID + ⑫

ENCLOSED CHECK NUMBER ⑬ IN THE AMOUNT OF \$ ⑭

*\*\*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!

Please double check Unit records, the current Unit roster and previous transmittals to be sure the following members are not being paid: PUFL's, members who paid online, members who were already paid on a previous transmittal. Incorrect transmittals will be returned.

Send this form to Department with dues payment and a list of members you are submitting payment for. The list must be in **ALPHABETICAL** order.

**WHITE COPY:** Department  
**PINK COPY:** Unit Files

Print Name: ⑮

Title: \_\_\_\_\_

Mail Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_