



WISCONSIN AMERICAN LEGION

P.O. BOX 388

PORTAGE, WI. 53901

POST MEMBERSHIP TRANSMITTAL

From: **Post #** _____ **District #** _____ **Date** _____

Membership Transmittal Number: _____ **Membership Year:** _____

Enclosed are _____ **Membership Cards.**

Number of New Members: _____

Number of Renewal Members: _____

Total Members in this Transmittal: _____ **X \$35.00 = \$** _____

Post Credit Applied (if any) - _____

Total Check amount \$ _____

Total number of members to date: _____

Check number: _____ **Payable to: WISCONSIN AMERICAN LEGION**

***Include only the membership cards that you are making remittance for.**

Cards forwarded on this transmittal are as follows:

Name & ID #

Name & ID #

Name & ID #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional cards can be recorded on reverse or add additional sheets

Signed: _____
Post Officer, (Phone Number)

Name & ID #

Name & ID #

Name & ID #

Remarks: _____

INSTRUCTION FOR FILLING OUT MEMBERSHIP TRANSMITTALS

- Fill in the Post #, District #, and Date
- Fill in the Transmittal Number for your Post (Transmittals are to be numbered, starting with 1.) ☐ Fill in the Year of the membership cards you are submitting (Must use a **separate** form for **each** year).
- Fill in number of membership cards transmitted with this transmittal
- Fill in the total number of new members plus renewal members on this transmittal (X by \$35.00 to get total amount of dues to be paid). Subtract any Post credits to be applied, if available. Enter total check amount.
- Fill in total number of members to date
- Fill in the check number
- List all names and membership card numbers submitted with this transmittal.
- Remarks, any special instruction for a membership card i.e. member is deceased or change of incorrect membership years on the cards.
- **When transmitting different membership years, fill out separate transmittals-one for each year.**
- **When making changes to the membership card use only #2 Pencil and don't make any changes to the upper scan line, as National's computer will only kick it back if you make changes in the scan line or use something other than a #2 pencil.**
- **Do not use white out on the membership card either. National must first remove all of it for the card to be processed through the computer. A considerable amount of time is required to do this, and it also holds up the entire Department Transmittal while they do this. It can also cause the scanner and computer to be jammed or damaged.**
- **The computer will NOT pick up address changes on membership cards; use a member data form #13-001 for submitting these changes. It is suggested that you also submit a member data form for notice of death, unknown members, changes of membership years and changes to names and addresses. (For Posts with internet access-changes to names and addresses can be made over the internet at: mylegion.org.)**
- **Please prepare a duplicate & retain 1 copy for your Post records.**