

2013 UNIT DATA FORM DIRECT BILLING

(Type or Print Using Black Ink)

Non-legible forms will be returned

I understand that the dues amount listed below will be printed on the upcoming Membership Renewal Notices that will be mailed to each Senior member of our Unit. Below is the address to be printed on each Renewal Notice showing where our members are to mail their dues for this Unit.

It is understood that no change in the amount of dues or the address to which the dues are to be sent can be made after March 15, 2012.

DEPARTMENT OF TEXAS		UNIT NUMBER _____	
2013 SENIOR DUES OF THE UNIT ARE \$ _____		Per Member	
2013 JUNIOR DUES OF THE UNIT ARE \$ _____		Per Member	
Name of individual in the Unit to receive membership dues (current year dues of the member must be paid)		Membership ID Number	
Address			
City		State	Zip Code
(Area Code)	Telephone Number		
Date	Signature	Title	
Please note: All information must be completed. It is imperative that this data form be returned not later than March 15, 2012. Not doing so may cause the 2013 renewal notices to be sent to the wrong person along with the incorrect amount. Please send in even if the amount and/or person do not change.			
Return completed form to the Department Headquarters			
ALA Department of Texas PO Box 140407 Austin TX 78714-0407			

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National will print the cards, rosters, and first renewal notices in April 2012 for the 2013 card year. It is important the Department provide National with information relating to the new card year before April 1, 2012.

It is imperative that Units transmit all renewals before January 31, 2012 to avoid suspension of members' rights and privileges. All membership (renewals, transfers, and new) transmitted to National by Department before March 1, 2012 will be included in the 2013 documents. Any new or transferring membership transmitted after March 1, 2012 will probably not be included in the 2013 documents. This does not mean that the membership transmitted will not be accepted; only that the record of membership may not correctly show up on the membership packet sent to the Units. Cards will not be generated by National for new and transferring members after March 1, 2012. It will be necessary to make cards for those members.

Rosters: The information above applies to the roster generated by National. Any new members transmitted or transferred after March 1, 2012 may not be posted to the 2013 roster. The last year paid column will be incorrect for renewals. It will be necessary to add new / transferred members to the roster.

First Renewal Notices: These are the notices sent to the Unit members in August 2012 for 2013 card year. The member's address will be located on the left side of the notice. On the right side will be the address for the member to use when remitting here dues to the Unit. Units are encouraged to use a permanent Unit address, such as a post office box, so that the address remains constant from year to year. If this is not possible, then the address used should be that of the person collecting the dues and processing the membership for the 2013 card year. All Units must submit a record of address for the purposes of dues collection (even if the address has not changed.) The information on the reverse side must be provided before March 15, 2012 to assure proper handling of membership documents by National.

For more information about membership, refer to the Unit Handbook (2009) published by National:

New member information:	19-21
Transferring member information:	21-23
Reinstatement of member information:	24