

Trans # _____

Unit city location _____

Unit # _____

Date _____

Dist # _____

MEMBERSHIP TRANSMITTAL FORM
AMERICAN LEGION AUXILIARY – DEPARTMENT OF TEXAS
PO Box 140407, Austin TX 78714-0407
512-476-7278– Fax 512-482-8391

Membership card year _____

Total **SENIORS** (new & renewals) _____ @ 14.00 \$ _____

Total **JUNIORS** (new & renewals) _____ @ 3.50 \$ _____

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

Enclosed is check # _____ PLEASE DOUBLE CHECK YOUR FIGURES ABOVE

Total of Duplicates/Deceased _____

Total of Transfers with Dues _____

Total of Transfers without Dues _____

If there is a problem with the amt of the check/stubs/apps, etc nothing will count until corrected.

PLEASE PRINT OR TYPE

Prepared by _____

Address _____

City/Zip _____

Phone # _____ Work # _____

If you do not understand any of the statements below, please call Department for clarification.

HAVE YOU

- ___ kept Junior's cards separated from Senior's?
- ___ made out stubs for new members and included the application blank?
- ___ marked the "Jr to Sr" box when Jr's reach 18 and paid Sr dues?
- ___ when correcting a name, # of yr's, phone #, birth date—did you also mark the corresponding box?
- ___ completely filled out the application?
- ___ had the application signed by a post officer?

DO NOT

- ___ separate stub A and B – if they become separated DO NOT staple or tape together, send loose.
- ___ staple check to Unit Transmittal Form.
- ___ use any color ink but black on applications.
- ___ mix stubs with money and information stubs without money; bundle separately.

Units may use the next page for listing members paid, it is not required – but you may find it helpful!

UNITS PLEASE MAKE COPIES OF THIS FORM FOR YOUR RECORDS

NAME xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Sr/N	Sr/R	NAME xxxxxxxxxxxxxxxxxxxxxxxxxxxx	Jr/N	Jr/R
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
11			11		
12			12		
13			13		
14			14		
15			15		
16			16		
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42			42		
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44			44		
45			45		