

# MEMBERSHIP TRANSMITTAL FORM

Transmittal for Membership Year \_\_\_\_\_

Today's Date \_\_\_\_\_

<i>Use the following steps to complete the transmittal</i>	
Step 1	<i>Calculate the National and Department Dues Per Member – Line A</i>
Step 2	<i>Calculate the District Dues Rate Per Member (See chart for rates) – Line B</i>
Step 3	<i>Add together Steps 1-2 – Lines A+B</i>
Step 4	<i>Subtract any credit being used or add any debit being paid. (If not using credit or paying debit, skip this step.) Credit can only be used on dues for the CURRENT membership year.</i>
Step 5	<i>Subtract/Add steps 3-4 for Total Check Amount</i>
Step 6	<i>Mail check, transmittal form, and two-part cards to Department for processing</i>

District Dues Rates Per Member

1 <sup>st</sup> District	\$1.50
2 <sup>nd</sup> District	\$1.00
3 <sup>rd</sup> District	\$1.75
4 <sup>th</sup> District	\$1.50
5 <sup>th</sup> District	\$2.00
6 <sup>th</sup> District	\$2.00
7 <sup>th</sup> District	\$3.00
8 <sup>th</sup> District	\$3.00
9 <sup>th</sup> District	\$2.00

National Dues	\$23.50
Department Dues	\$20.50
<b>Total</b>	<b>\$44.00</b>

Number of Members \_\_\_\_\_ For National/Dept Dues @ \$44.00 = \$ (A) \_\_\_\_\_

Number of Members \_\_\_\_\_ For District Dues @ \_\_\_\_\_ = \$ (B) \_\_\_\_\_

Total = (A+B) \_\_\_\_\_

Use Credit/Pay Debit \_\_\_\_\_

Total Check Amount \_\_\_\_\_

Enclosed Check Number: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Post No: \_\_\_\_\_ Post Location: \_\_\_\_\_ District: \_\_\_\_\_

Contact for Problems with Transmittal - Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Make Checks Payable to and Mail to: Iowa Department, The American Legion  
720 Lyon Street  
Des Moines, IA 50309

**Notes:**

- Enclose check for MEMBERSHIP DUES only. DO NOT include other charges such as Boys State fees, supplies, freight charges, Paid-Up-For-Life membership, etc., in check for membership dues.
- Pay separate membership years with separate checks and separate transmittal forms.
- All dues subject to change when so authorized by District, Department, or National Convention Mandates.
- See the Membership Processing Manual for more information.

Need More Transmittal Forms?                      Yes                      No

Address to send Transmittal Forms: \_\_\_\_\_