

POST MEMBERSHIP ACCOUNT BALANCES

Department Headquarters processes membership and computes post membership account balances daily. Membership Statements will be prepared and mailed quarterly. Post balances can be requested at any time by contacting Department Headquarters.

1. Credit Balance (negative number) – Department owes Post money – A credit balance can be caused by the following: (a) overpayment on a previous transmittal, (b) Post portion of online renewals, or (c) duplicate payment of a member.

A credit balance can be used on a current year membership transmittal done by mail. Credits cannot be used with electronic transmittals.

Post can elect to receive a quarterly check for the credit balance. Checks will be sent when a Post has \$10 or more in credit or at the end of the year, whichever comes first.

2. Debit Balance (positive number) – Post owes Department money – A debit balance indicates the Post has not submitted enough money for membership. Debit balances can be paid with a membership transmittal done by mail. Debits cannot be paid with electronic transmittals. The debit balance can also be paid by check by writing "Membership Account" on the memo line.



Please complete the form to indicate your post selection for balance reconciliation and return before September 25.

Please note that this selection is for your current and future balances.

Post # _____

Post Credit (Department owes Post money)

- ☐ Post will use credits by completing a mail-in transmittal
- ☐ Post elects to have a check issued quarterly by Department

Post Debit (Post owes Department money)

- ☐ Post will pay debit when completing a mail-in transmittal
- ☐ Post will submit a check to Department

Form completed by: Name: _____

Title: _____

Signature: _____ Date: _____