

## SQUADRON MEMBERSHIP ACCOUNT BALANCES

Detachment Headquarters processes membership and computes squadron membership account balances daily. Membership Statements will be prepared and mailed quarterly. Squadron balances can be requested at any time by contacting Detachment Headquarters.

1. Credit Balance (negative number) – Detachment owes Squadron money – A credit balance can be caused by the following: (a) overpayment on a previous transmittal, (b) Squadron 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.

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

2. Debit Balance (positive number) – Squadron owes Detachment money – A debit balance indicates the squadron 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 Squadron selection for balance reconciliation and return before September 25.**

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

Squadron # \_\_\_\_\_

Squadron Credit (Detachment owes Squadron money)

- Squadron will use credits by completing a mail-in transmittal
- Squadron elects to have a check issued quarterly by Detachment

Squadron Debit (Squadron owes Detachment money)

- Squadron will pay debit when completing a mail-in transmittal
- Squadron will submit a check to Detachment

Form completed by: Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_