



SAL 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 Detachment Dues for the members being paid.</i>
Step 2	<i>If not using credit or paying debit, skip this step.</i>
2a.	<i>Subtract any credit being used. Credit can only be used on dues for the CURRENT membership year. (Credit can be accrued through member online payments, etc.)</i>
2b.	<i>Add any debit being paid. (ex. Squadron owes Department money.)</i>
Step 3	<i>Subtract/Add steps 1-2 for Total Check Amount.</i>
Step 4	<i>Mail check, transmittal form, and two-part cards to Detachment for processing.</i>

National Dues	\$5.00
Detachment Dues	\$6.00
Total	\$11.00

1. Number of Members _____ For National/Detachment Dues @ \$11.00 = \$ _____

2a. Subtract (-) Credit being used _____

2b. Add (+) Debit being paid _____

3. Total Check Amount _____

Enclosed Check Number: _____ Submitted By: _____

Squadron No: _____ Squadron Location: _____ District: _____

Contact for Problems with Transmittal - Phone No: _____ Email: _____

Make Checks Payable 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, 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 Detachment or National Convention Mandates.

-See the Membership Processing Manual for more information.

Need More Transmittal Forms?

Yes

No

Address to send Transmittal Forms: _____