

# MEMBERSHIP TRANSMITTAL FORM

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

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

<i>Use the following steps to complete the transmittal</i>	
<b>Step 1</b>	<i>Calculate the National and Department Dues for the members being paid. – Line A</i>
<b>Step 2</b>	<i>Calculate the District Dues Rate for the members being paid. Number of members should match the number in Step 1. See chart for District rates.– Line B</i>
<b>Step 3</b>	<i>Add together Steps 1 &amp; 2. – Lines A+B</i>
<b>Step 4</b>	<b><i>If not using credit or paying debit, skip this step.</i></b>
4a.	<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>
4b.	<i>Add any debit being paid. (ex. Post owes Department money.)</i>
<b>Step 5</b>	<i>Subtract/Add steps 3 and 4 for Total Check Amount.</i>
<b>Step 6</b>	<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	\$3.25
4 <sup>th</sup> District	\$2.00
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
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National Dues	\$23.50
Department Dues	\$20.50
<b>Total</b>	<b>\$44.00</b>

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

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

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

4a. Subtract (-) Credit being used \_\_\_\_\_

4b. Add (+) Debit being paid \_\_\_\_\_

5. Total Check Amount \_\_\_\_\_

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

Post No: \_\_\_\_\_ Post 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, 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: \_\_\_\_\_