

THE TRANSMITTAL FORM

2012 Transmittal form must be completed each time dues are sent to Department.
Fill this form out completely

A

B

C

D

E

2012 MEMBERSHIP DUES TRANSMITTAL FORM
AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO
PO BOX 2760
ZANESVILLE OH 43702-2760
www.alaohio.org

PLEASE FOLLOW INSTRUCTIONS CAREFULLY!

UNIT NAME _____ CITY _____ UNIT # _____ DIST # _____
CHECK NUMBER _____ DATE _____ TRANSMITTAL NUMBER _____

2012 PAYMENTS

TOTAL 2012 SENIORS _____ X \$13.00 = \$ _____ # OF NEW SENIORS _____
(Include new seniors)

TOTAL 2012 JUNIORS _____ X \$4.00 = \$ _____ # OF NEW JUNIORS _____
(Include new juniors)

TOTAL CHECKED ON THIS ROSTER _____ TOTAL DUE FOR 2012 \$ _____

DUES FOR PREVIOUS YEARS

TOTAL BACK SENIORS _____ X \$13.00 = \$ _____ () 11 () 10 () 09
(Number for each year)

TOTAL BACK JUNIORS _____ X \$4.00 = \$ _____ () 11 () 10 () 09
(Number for each year)

TOTAL DUE FOR BACK DUES \$ _____

TOTAL DUE FOR 2012 DUES \$ _____

MINUS CREDIT \$ _____

PLUS DEBIT \$ _____

TOTAL SENT \$ _____

Office use only:
Amt Rcvd: _____

REMINDER: Please include transmittal form, roster with checkmarks and or highlights and new member applications. PUFL members are not to be sent to Department.

*Make checks payable to: **American Legion Auxiliary, Department of Ohio.** Due to bookkeeping rules, DO NOT include money for donations, supplies, PUFL, or Girls State in check for dues. Monies must be kept separate. Please list a contact, in case of any questions.*

Name Telephone _____

Address

City State Zip Code _____

- A** Your Unit's information. Please print clearly and insert the correct Unit number. Your first transmittal is Transmittal No. 1, your second is Transmittal No. 2, etc.
- B** Insert the number of Senior 2012 checkmarks and or highlights with this transmittal, multiply by \$13.00, insert the number of New Seniors with this transmittal. Insert the number of Junior 2012 Checkmarks and or highlights with this transmittal, multiply by \$4.00, insert the number of New Juniors with this transmittal. Add total 2012 Seniors and 2012 Juniors. Add amount for 2012 Seniors and Juniors.
- C** Insert the number of Seniors for 2011 and previous years sent with this transmittal, multiply by \$13.00. In parentheses, insert number being sent for each year. Insert the number of Juniors for 2011 and previous years sent with this transmittal, multiply by \$4.00. In parentheses, insert number being sent for each year.
- D** Add total amount due for Back Dues, Total Due for 2012, SUBTRACT any credit appearing on your last receipt, ADD any amount you owe on your last receipt, insert total amount sent with this transmittal.
- E** Insert YOUR NAME, ADDRESS and TELEPHONE NUMBER.