THE TRANSMITTAL FORM

2016 Transmittal form must be completed each time dues are sent to Department.

Fill this form out completely

2016 MEMBERSHIP DUES TRANSMITTAL FORM

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO
PO BOX 2760
ZANESVILLE OH 43702-2760
www.alaohio.org

PLEASE FOLLOW INSTRUCTIONS CAREFULLY!

A

UNIT NAME _____ CITY _____ UNIT # _____ DIST # _____

CHECK NUMBER _____ DATE _____ TRANSMITTAL NUMBER _____

B

2016 PAYMENTS

TOTAL 2016 SENIORS _____ X $17.00 = $_____ # OF NEW SENIORS _____
(Include new seniors)

ALAMIS USERS ONLY
☐ New Member data has been loaded in system, Applications enclosed.

TOTAL 2016 JUNIORS _____ X $4.00 = $_____ # OF NEW JUNIORS _____
(Include new juniors)

OFFICE USE ONLY

Amt. Rcvd._____

TOTAL CHECKED ON THIS ROSTER _____ TOTAL DUE FOR 2016 $_____

C

DUES FOR PREVIOUS YEARS

TOTAL BACK SENIORS _____ X $17.00 = $_____ (____) 15 (____) 14 (____) 13
(Number for each year)

TOTAL BACK JUNIORS _____ X $4.00 = $_____ (____) 15 (____) 14 (____) 13
(Number for each year)

D

TOTAL DUE FOR BACK DUES $_____

TOTAL DUE FOR 2016 DUES $_____

MINUS CREDIT $_____

PLUS DEBIT $_____

TOTAL SENT $_____

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.*

E

_____ (____)_____
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 2016 checkmarks and or highlights with this transmittal, multiply by $17.00, insert the number of New Seniors with this transmittal. Insert the number of Junior 2016 Checkmarks and or highlights with this transmittal, multiply by $4.00, insert the number of New Juniors with this transmittal. Add total 2016 Seniors and 2016 Juniors. Add amount for 2016 Seniors and Juniors.

C Insert the number of Seniors for 2015 and other previous years sent with this transmittal, multiply by $17.00. In parentheses, insert number being sent for each year. Insert the number of Juniors for 2015 and other 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 2016, 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.