

THE TRANSMITTAL FORM

2017 Transmittal form must be completed each time dues are sent to Department.

Fill this form out completely

2017 MEMBERSHIP DUES TRANSMITTAL FORM
AMERICAN LEGION AUXILIARY
DEPARTMENT OF OHIO
PO BOX 2760
ZANESVILLE OH 43702-2760
(740) 452-8245
ala_heather@rrohio.com

PLEASE FOLLOW INSTRUCTIONS CAREFULLY!

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

B { **2017 PAYMENTS**
TOTAL 2017 SENIORS _____ X \$17.00 = \$ _____ # OF NEW SENIORS _____
(Include new seniors)
TOTAL 2017 JUNIORS _____ X \$4.00 = \$ _____ # OF NEW JUNIORS _____
(Include new juniors)
TOTAL CHECKED ON THIS ROSTER _____ TOTAL DUE FOR 2017 \$ _____

C { **DUES FOR PREVIOUS YEARS**
TOTAL BACK SENIORS _____ X \$17.00 = \$ _____ () 16 () 15 () 14
(Number for each year)
TOTAL BACK JUNIORS _____ X \$4.00 = \$ _____ () 16 () 15 () 14
(Number for each year)
TOTAL DUE FOR BACK DUES \$ _____
TOTAL DUE FOR 2017 DUES \$ _____
MINUS CREDIT \$ _____
PLUS DEBIT \$ _____
TOTAL SENT \$ _____

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

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 check marked or highlighted.

*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. Monties 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 2017 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 2017 Checkmarks and or highlights with this transmittal, multiply by \$4.00, insert the number of New Juniors with this transmittal. Add total 2017 Seniors and 2017 Juniors. Add amount for 2017 Seniors and Juniors.

C Insert the number of Seniors for 2016 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 2016 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 2017, 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.