

**THE TRANSMITTAL FORM**

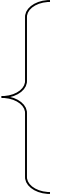
2021 Transmittal form must be completed each time dues are sent to Department.

Fill this form out completely

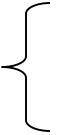
**A**



**B**



**C**



**D**



**E**



**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 2021 checkmarks and or highlights with this transmittal, multiply by \$23, insert the number of new seniors with this transmittal. Insert the number of junior 2021 checkmarks and or highlights with this transmittal, multiply by \$6.25, insert the number of new juniors with this transmittal. Add total 2021 seniors and 2021 juniors. Add amount for 2021 Seniors and Juniors.

**C** Insert the number of seniors for 2020 and other previous years sent with this transmittal, multiply by \$23.00. In parentheses, insert number being sent for each year. Insert the number of juniors for 2020 and other previous years sent with this transmittal, multiply by \$6.25. In parentheses, insert number being sent for each year.

**D** Add total amount due for back dues, total due for 2021, SUBTRACT any CREDIT appearing on your last receipt, ADD any amount you OWE on your last receipt, insert total amount sent with this transmittal. (CHECK)

**E** Insert NAME, ADDRESS and **TELEPHONE NUMBER**. Automatically sent to unit membership for 2020-2021