

# THE TRANSMITTAL FORM

2018 Transmittal form must be completed each time dues are sent to Department.

Fill this form out completely

**2018 MEMBERSHIP DUES TRANSMITTAL FORM**  
 AMERICAN LEGION AUXILIARY  
 DEPARTMENT OF OHIO  
 PO BOX 2760  
 ZANESVILLE OH 43702-2760  
 (740) 452-8245  
[ala\\_heather@rroho.com](mailto:ala_heather@rroho.com)

**PLEASE FOLLOW INSTRUCTIONS CAREFULLY!**

**A** { UNIT NAME \_\_\_\_\_ CITY \_\_\_\_\_ UNIT # \_\_\_\_\_ DIST # \_\_\_\_\_  
 CHECK NUMBER \_\_\_\_\_ DATE \_\_\_\_\_ TRANSMITTAL NUMBER \_\_\_\_\_

**B** { **2018 PAYMENTS**  
 TOTAL 2018 SENIORS \_\_\_\_\_ X \$17.00 = \$ \_\_\_\_\_ # OF NEW SENIORS \_\_\_\_\_  
(Include new seniors)  
 TOTAL 2018 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 = \$ \_\_\_\_\_ ( ) 17 ( ) 16 ( ) 15  
(Number for each year)  
 TOTAL BACK JUNIORS \_\_\_\_\_ X \$4.00 = \$ \_\_\_\_\_ ( ) 17 ( ) 16 ( ) 15  
(Number for each year)

**D** { **TOTAL DUE FOR BACK DUES \$** \_\_\_\_\_  
**TOTAL DUE FOR 2018 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. 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 2018 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 2018 checkmarks and or highlights with this transmittal, multiply by \$4.00, insert the number of New Juniors with this transmittal. Add total 2018 Seniors and 2018 Juniors. Add amount for 2018 Seniors and Juniors.

**C** Insert the number of Seniors for 2017 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 2017 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 2018, 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.