



AMERICAN LEGION AUXILIARY

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ALL MEMBERSHIP FORMS ARE AVAILABLE ON THE DEPARTMENT WEBSITE!!

To: Unit Membership Chairmen

From: Department Headquarters and Heather Wilson, Membership Clerk

SUBJECT: ONLINE DUES PAYMENT PROCESS

IMPORTANT!!! IF YOU ARE NOT THE PERSON WHO WILL BE HANDLING THE 2020 MEMBERSHIP DUES FOR YOUR UNIT, PLEASE PASS THIS LETTER ON TO THE PROPER PERSON.

The purpose of this letter is to inform you and your Unit of the NEW Online Dues Payments process, beginning November 2020. All Online Dues Payments we receive from National via your members will be processed, a receipt will be issued where the Unit will be credited the amount of the Unit's portion. Because of the positive response and the increase of members paying their dues online, the Department finds itself issuing a much larger amount of checks. Some checks are in the amount of \$3.00 or less. This has increased the cost of processing at the Department. Therefore, the Unit will now see a credit on their receipt with the name and the amount that was credited their account. Very similar to how it has been conducted previously, the only difference is that the Unit will not receive a check, instead they will receive a credit.

Credits can be used at any time for membership payment. If the Unit wishes to have a credit check issued, we will do so during the month of July/August. We must have received your credit request by June 30th. (See the Attached Form).

If you have any questions please feel free to call myself or any member of the Department Staff.

Kind Regards

Heather Wilson, Membership Clerk

Unit Check Request Form FOR UNIT MEMBERSHIP CREDIT



UNIT NUMBER _____

UNIT NAME _____

Your Unit		2815
Date _____	\$ _____	Dollars
Memo: Dept. HQs		
⑆ 85874743 ⑆ 18835887574⑆ 14838		

UNIT MEMBERSHIP CHAIRMAN _____

ADDRESS WHERE CHECK IS TO BE SENT

Unit # _____ requests a check be issued for the full amount of our Unit's Membership Credit and be sent to the address listed above.

Please issue the check in the total amount of __\$_____.

DATE _____

SIGNATURE OF UNIT MEMBERSHIP CHAIRMAN

Credits can be used at any time for membership payment. If the Unit wishes to have a credit check issued, we will do so during the month of **July/August**. We must have received your credit request by **June 30th**. **If we do not receive your request for a check by the deadline, then your credits will be carried over into the next fiscal year.**

FOR OFFICE USE ONLY

DATE CHECK ISSUED: _____

AMOUNT CHECK: _____ CERTIFIED BY: _____