SONS OF THE AMERICAN LEGION
DETACHMENT OF WISCONSIN
P.O. BOX 388
PORTAGE, WI 53901

<u>SQUADRON MEMBERSHIP TRANSMITTAL</u>

From: SQUADRON # _____ DISTRICT # _____ Date _____

Membership Transmittal Number: _____ Year:_____

Enclosed is _____ Membership Cards.

Total From Last Transmittal: **a**_____

Total Paid On This Transmittal: **b**_____ **X** =

On line deductions - _____
Total Check amount - _____

Total Number of Members to date: **c**_____

(Add line a + b = c)

Check number_____ Payable to SONS OF THE AMERICAN LEGION

Include <u>only</u> the membership cards that you are making remittance for.

Cards forwarded on this transmittal are as follows:

ID	First Name	Mid	Last Name	Suf	DOB	eMail

Additional cards can be recorded on reverse or add additional sheets

Signed: _____
Squadron Officer

Remarks: _____

_____

_____

INSTRUCTION FOR FILLING OUT MEMBERSHIP TRANSMITTALS

- Fill in the Squadron #, District # and Date
- Fill in the Transmittal Number for your Squadron (Transmittals are to be numbered, starting with 1.)
- Fill in the Year of the membership cards you are submitting (Use a different form for each year).
- Fill in number of membership cards transmitted with this transmittal
- Fill in total of previously paid members from the last transmittal that was submitted.
- Fill in the total number of members paid on this transmittal **(X by \$12.00 to get total amount of dues to be paid.)**
- Fill in total number of members to date - (Add line a + b = c)
- Fill in the check number
- List all names and membership card numbers submitted with this transmittal.
- Remarks, any special instruction for a membership card i.e. member is deceased or change of incorrect membership years on the cards.
- **When transmitting different membership year, make out separate transmittal one for each years.**
- When making changes to the membership card use only #2 Pencil and don't make any changes to the upper scan line, as National's computer will only kick it back if you make changes in the scan line or use something other than a #2 pencil.
- Do not use white out on the membership card either. National must first remove all of it for the card to be processed through the computer, a considerable amount of time is required for do this and it also holds up the entire Department Transmittal while they do this. It can also cause the scanner and computer to be jammed or damaged.
- The computer will NOT pick up address changes on membership cards; go to www.wisal.org/online-membership-transmittal/ or use a member data from #13-001 for submitting these transactions. It is suggested that you also submit a member data form for notice of death, unknown members, changes of membership years and changes of name and address. .

Of the \$12.00 per member transmitted, \$5.00 goes to the National level, and \$7.00 stays in Wisconsin.

Please prepare in duplicate & retain 1 copy for your squadron records.