

# Single Check Transmittals

A how to guide

Updated 5/29/2025

# Single Check Transmittals

## Overview-

The Department of Indiana has changed over to an “E-file” transmittal system to National. This will reduce mail transit time for transmittals and reduce the risk of mail loss or delay.

# Single Check Transmittals

## Detachment Procedures

Detachment Paymasters will continue to complete transmittals as before, using the existing national dues schedules.

N\* or NAM\* - 1 March to 30 June - \$15

N or NAM – 1 July to 1 March – \$25

R, RAM, or R/I - \$20

Each of the above also incurs a \$5 Department Dues

LIFE MEMBERSHIP, transfers, and NODs are unchanged and do not incur Department dues

# Single Check Transmittals

## Detachment Procedures

Combine the amounts for both National and Department into one check written to “Dept of IN, MCL”.

Write that check number into the Department’s check number on the transmittal. Leave the national check number blank.

# Single Check Transmittals

## Detachment Procedures

Save or scan the transmittal as a PDF file using the following naming convention:

**### Detachment Name Transmittal ####.pdf**

For Example:

**089 Hiram BearssTransmittal 1-25.pdf**

Note: for 2 digit detachment numbers, please precede with a “0”, e.g. “012”.

PDF only.

# Single Check Transmittals

## Detachment Procedures

Save or scan supporting documents as a PDF file using the following naming convention:

**### Detachment Name type of document ###.pdf**

For Example:

**095 St Joseph Valley Applications 1-25.pdf**

Note: The number after the type of document is the same as the associated transmittal. Combine multi-page transmittals into one file OR label use ### 1 of 3, 2 of 3, etc.

PDF only.

# Single Check Transmittals

## Detachment Procedures

Open each document and ensure that it is legible and complete prior to sending.

Attach the pdf's to an email to [englertd@psci.net](mailto:englertd@psci.net).

Subject line should be "Transmittal ####"

# Single Check Transmittals

## Detachment Procedures

Upon receipt, the Department Paymaster will review your submission for completeness and to verify dues amounts.

An email will be sent back to you as quickly as possible to confirm. Unless otherwise noted, you should follow up if you haven't heard back within 48 hours.

No changes will be possible after confirmation unless required. Your transmittals will be e-filed immediately.



# Single Check Transmittals

## Detachment Procedures

Once you get confirmation back, mail a single check for the transmittal to the Department Paymaster. Email the check # to the Department Paymaster. Enter the transmittal number into the memo line of the check.

You will receive notification when the check is received.

# Single Check Transmittals

## Checklist prior to submission

USE the current versions of the transmittal, NOD, transfer request, and application.

R/I transmittals require an application.

Incomplete or incorrect transmittals will be returned without processing.

**PDF is the only allowable file format.**

Ensure your file is named correctly.

# Single Check Transmittals

## The Future

Detachments may continue to mail transmittals, if necessary, but MUST comply with the single check requirement.

A pdf merge app or program such as “smallpdf” is recommended to merge multiple documents into a single file. This will minimize documents becoming separated at the destination.

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**THE END**