

TRANSMITTAL OF LEGION MEMBERSHIP

Mail to: **The American Legion**
Department of Oklahoma
6101 NW 50th St, Ste A
War Acres, OK 73122-4017

From: Post Name & No. _____
Address _____
City / Zip _____
Daytime Phone _____

New Members _____ Renewals _____

Membership Year _____ Check/MO No. _____ Amount \$ _____

Make Check payable to **The American Legion, Department of Oklahoma** **\$37.00 per member**

MAKE SEPARATE CHECKS FOR DIFFERENT MEMBERSHIP YEAR AND INCLUDE A MEMBER DATA FORM FOR NEW/TRANSFERS LISTED

PLEASE ENSURE THAT THE NAMES LISTED BELOW ARE CORRECT AND YOU ARE SENDING THE CORRECT AMOUNT OF DUES FOR THE NUMBER TRANSMITTED.

INCORRECT TRANSMITTAL WILL BE RETURNED AS WE CAN NO LONGER TRACK CREDITS/DEBITS.

Membership Number (9 digits)	Member Name	Membership Number (9 digits)	Member Name

DO NOT REQUEST SUPPLIES ON THIS FORM

Transmittal of Legion Membership

As of March 1, 2025, approximately 50% of Oklahoma Post mail their membership transactions (new members, renewals, and transfers) to the Department Office for processing. The other 50% of Post handle their own membership transactions via MyLegion. To facilitate the handling of these transactions all membership transactions mailed to Department Headquarters must be submitted using this form.

This form has two sections. The section at the top of the form is for payment information. The lower section is to record each member affected.

Payment Information:

- **Post Name & No.:** The post name for this purpose is either TAL or SAL followed by the post number (ex: TAL 0353 or SAL 0001). Use TAL for post transmittals and SAL for squadron transmittals. DO NOT mix post and squadron information on the same transmittal.
- **Address & Phone:** Please provide this information. The Daytime Phone should be for the person that completed the form.
- **New Members:** This is the number of new members plus the members transferring to your Post. **Complete a Member Data Form (MDF) for each new and transferring member.** Only include members transferring if they are also renewing their membership.
- **Renewals:** This is the number of members being renewed on this transmittal.
- **Membership Year:** Complete a separate transmittal for different membership years.
- **Check/MO No.:** Please enter the number on the check that you are submitting with the transmittal. This check should be drawn on the Post checking account.
- **Amount \$:** This amount entered here, and your check should be calculated by adding together the number of new members (including transfers) plus the number of renewals times \$37.00. The number of new members plus the number of renewals should equal the number of members listed on the transmittal.

Members:

- **Membership Number:**
 - For new members enter the word NEW and attach a Member Data Form completely filled out.
 - For renewing members and transfers enter their 9-digit member number. Complete a member Member Data Form for each member transferring into your Post.
- **Member Name:** Please enter the name as it is on their membership card.
- **The number of Membership Number / Name combinations entered must equal the number of New Members + Renewals from the top section of the form.**