



American Legion Auxiliary, Inc. - Department of Virginia
 1708 Commonwealth Avenue - Richmond, VA 23230
 Phone: (804) 355-6410 FAX: (804) 353-5246
www.vaauxiliary.org (Membership forms may be found online.)

UNIT MEMBERSHIP TRANSMITTAL FORM

Unit Number _____ Unit Location _____ Date _____

Transmittal Number _____ Membership Year _____

Transfers

New + Renewals + with Dues = Total Members x Dues = AMOUNT DUE

Seniors: () () () _____ \$ **32.00/each*** \$ _____

Juniors: () () () _____ \$ **5.00/each** \$ _____

VIM Members (Dues are prepaid) _____ \$ **0.00/each** \$ _____

TOTAL MEMBERS: _____ TOTAL DUES \$ _____

(NOTE. "Total Members" and "Amount Due" must balance.)

Check Number _____

Previously Reported Unit Totals : _____ Current Transmittal Total _____ Year to Date Unit Total _____

Include the individual member information on the Transmittal Member Listing Form:

Number of: Transfers with Dues _____ Transfers NO Dues _____ **Paid Online**

Deceased _____ Dropped _____

Unit contact person, in case of questions:

Name _____ Phone(____) _____ \

Email _____

Address/City/Zip: _____

Membership Processing:

1. Units must include a Transmittal Member Listing in order for the transmittal to be processed. If this is not included...the Unit will be notified and the transmittal will not be processed until it is received.
2. Use a Member Data Form to report address changes, continuous year changes, transfers, & deceased members.
3. All information requested on a Membership Application Form for new members must be completed.
 This includes the signatures of both the applicant and **post officer** and dates signed.
4. **DOUBLE CHECK YOUR WORK!** Make a copy of everything for the Unit records prior to mailing.