



American Legion Auxiliary
 Department of California
 Member Processing Center
 115 W California Blvd Suite 251
 Pasadena, CA 91105-3005

RENEWAL ONLY
 2024 Dues Only

626-365-5031 So. California
 415-276-4741 No. California
 626-321-4726 Fax

Transmittal # _____

Unit # _____

Date: _____

Contact: _____

Phone: _____

Email: _____

Please Print Legibly

- Do not transmit PUFL members, members that paid online, or through National.
- All members should be listed alphabetically by last name.

	Member #	First Name	Last Name List Alphabetically	Member Type Jr or Sr
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Please list Credit Memos Below:		Total Seniors		x \$28.00=	\$
Credit Memo #	Value	Total Juniors		x \$4.00=	\$
		Total Amount for Members			\$
		Less Credit Memos Amount			\$
		Total Amount of Check			\$



American Legion Auxiliary
Department of California

Membership Guide

Directions for the Transmittal:

- Transmittal #: This should start at one (1) each year and be sequential so that when the processing department calls the Unit regarding a membership issue a transmittal number can be referenced.
- Enter your Unit # and District #
- Contact: Provide current contact information for your membership chairman (or who is completing the transmittal) so we know who to reach out to.

All members should be listed alphabetically, no matter of type (Jr, Senior, New, etc.) by last name.

- Member #: Enter the member # if known.
- First Name: First name of member
- Last Name: Last name of member. Transmittal should be sorted by Last Name
- Member Type: Enter in whether the member is a Junior or Senior member.
- Credit Memos: Enter the Credit Memo and the Value of the Credit Memo
- Enter the Total Number of Each type of member. If typing into the transmittal, it will calculate your check total for you.
- If you are sending in multiple transmittals, you can send in one check. Just total up all transmittals and write one check.

Common mistakes on Transmittals

- Do not transmit PUFL members, members that paid online, or through National.
- All membership should include a transmittal. Handwritten notes are not an acceptable form of transmitting members.
- Member's checks should not be sent in with transmittals. The Unit should deposit the member's checks and write a check for the total amount of the transmittal.
- Only the most current Transmittal form should be used. The newest transmittal can be found on the Department Website.
- Do not send in any documentation regarding Veterans i.e. DD214, ids, member cards, etc.