



**DEPARTMENT OF NEW YORK
POST DUES TRANSMITTAL**

POST # _____ POST NAME _____ DATE _____

TRANSMITTAL # _____ - _____ TRANSMITTED BY: _____
 MEMBERSHIP YEAR (1, 2, 3, etc.) PHONE/EMAIL: _____

MEMBER TYPE	# CURRENT YEAR CARDS		# LAST YEAR CARDS		# PRIOR YEAR CARDS	
TRADITIONAL						
NEW						
TOTAL	A	+	A	+	A	= TOTAL CARDS
DEPARTMENT PER CAPITA (PER MEMBER)	B \$32.50		B \$32.50		B \$32.50	
COUNTY PER CAPITA (PER MEMBER)	C \$		C \$		C \$	
TOTAL Cards X (Dept + County) A X (B+C)	\$	+	\$	+	\$	= TOTAL DUE \$
CHECK #	PREVIOUS UNDERPAYMENT		PREVIOUS OVERPAYMENT		TOTAL \$ THIS TRANSMITTAL	
#	\$		\$		\$	

PLEASE MAKE CHECK PAYABLE TO: THE AMERICAN LEGION, DEPARTMENT OF NEW YORK
 PLEASE SEE INSTRUCTIONS AND NOTES ON THE BACK OF THIS FORM

PLEASE SEND ONE COPY EACH TO DEPARTMENT AND COUNTY, AND RETAIN ONE FOR YOUR POST RECORDS

EXPLANATIONS

- Traditional Member: A continuous annual renewal, including members transferring in who are paying dues to your Post.
- New Member: A member who was not a member in the previous membership year, including brand new members that have never belonged before and reinstatements who have lost their continuity.

PLEASE NOTE

Do not send Department Record Cards for members whose dues are not being paid with this transmittal. (Cards marked "Deceased" may be sent in the same envelope, but please do not mix in with renewal cards)

Do not send Department Record Cards for members who are transferring into your Post unless their annual dues are being submitted at this time.

Do not send Department Record Cards for members who are applying for Paid Up For Life (PufL) membership and do not include PufL payments for new sign-ups with your membership transmittal.

Please check the box on the Department Record Card marked "Update record changes as noted" if you are making changes to any member info directly on the card. If this box is not checked, your changes may not be recorded.

Mail completed Transmittal Form and Department Record Cards with Payment in Full to:

The American Legion, Dept. of New York
112 State St Suite 1300
Albany, NY 12207
Att: Membership Processing

If there are any questions, please contact Dept. Headquarters at:

Phone: 518-463-2215 Email: info@nylegion.org Website: www.nylegion.net