



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

NEW ONLY
 2022 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.
- New Member Application must be included with Transmittal.

	Member # Leave Blank if new	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 \$22.00=	\$
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

Who is eligible: Grandmothers, Mothers, Sisters, Spouses (Male and Female), Daughters, Adopted Daughters, Grand Daughters, Female Veterans

Note: Per IRS regulations, step-relatives are not eligible, and the IRS only allows two degrees of a blood line, so great grand daughters and beyond are not eligible.

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.

- **Don't worry about the member number for new members**
- 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, etc.
- **All new members must be sent in with an application, even if the Unit enters their data into ALAMIS.**
 - **If you are entering new members in ALAMIS the following fields are required: First Name, Last Name, Address (Street, city, state, zip), Date of Birth, Name of Veteran eligible through, Veteran Living or Deceased, Veteran if Living- Post Number and Location (City and State), Relationship to Veteran**