



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

PAST AND REJOINS ONLY

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

Transmittal # _____

Unit # _____

Date: _____

Contact: _____

Phone: _____

Email: _____

Please Print Legibly

- All members should be listed alphabetically by last name.

	Member # Leave Blank if new	First Name	Last Name List Alphabetically	Member Type Jr or Sr	Year
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Please list Credit Memos Below:		Total # of Seniors 2012 and Prior	x \$12.00=	\$
Credit Memo #	Value	Total # of Seniors 2013 - 2017	x \$17.00=	\$
		Total # of Seniors 2018 and 2019	x \$20.00=	\$
		Total # of Seniors 2020 - 2022	x \$22.00=	\$
		Total # of Juniors 2017 and Prior	x \$2.00=	\$
		Total # of Juniors 2018	x \$3.25=	\$
		Total # of Juniors 2019 - 2022	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.

- Member #: Enter the member # if known. If unknown leave blank.
- 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
- Year: Enter in the Year Dues you are paying
 - **If you are paying multiple years for a single member, list the member multiple times with the correct year in the final column on each line.**
- 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 over the phone through National.
- All membership should include the most recent version of a transmittal (V2021). 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