



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

\*\*\*RENEWAL ONLY\*\*\*  
 2023 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 \$22.00=	\$
Credit Memo #	Value	Total Juniors		x \$4.00=	\$
		Total Amount for Members			\$
		Less Credit Memos Amount			\$
		Total Amount of Check			\$



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## 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.