



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 - 2021	x \$22.00=	\$
		Total # of Juniors 2017 and Prior	x \$2.00=	\$
		Total # of Juniors 2018	x \$3.25=	\$
		Total # of Juniors 2019 - 2021	x \$4.00=	\$
		Total Amount for Members		\$
		Less Credit Memos Amount		\$
		Total Amount of Check		\$



## American Legion Auxiliary

*Department of California*

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### 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