

## NEW TRANSMITTAL INSTRUCTIONS

PLEASE SEE SAMPLE SHEET

EACH UNIT WILL RECEIVCE THE EXCEL VERSION

- 1: ENTER THE MEMBERSHIP INFORMATION AS YOU NORMALLY WOULD ON THE OLD TRANSMITTALS: IE: MEMBERSHIP # AND NAME.
- 2: CHECK THE BOX THAT PERTAINS TO THE MEMBER'S MEMBERSHIP: IE: SENIOR, JUNIOR, RENEW, REJOIN, TRANSFER, NEW & BACK DUES.
- 3: ENTER THE AMOUNT OF THE DUES THE MEMBER IS PAYING FOR IN THE TOTAL COLUMN.
- 4: IF PAYING BACK DUES, ENTER THE AMOUNT IN THAT COLUMN ONLY, UNLESS THEY ARE PAYING BACK DUES & CURRENT DUES.
- 5: YOU WILL NOTICE THAT THE SUBTOTAL COLUMN IS AUTOCALCULATED FOR YOU. THIS WILL BE THE AMOUNT FOR REGULAR DUES PAYMENTS.
- 6: IF YOU ARE USING A CREDIT: ENTER THE AMOUNT IN THE CREDIT COLUMN.
- 7: THE 1<sup>ST</sup> TOTAL COLUMN WILL REFLECT THE TOTAL AMOUNT FOR REGULAR.
- 8: THE 2<sup>ND</sup> TOTAL COLUMN IS THE TOTAL DUES TO DEPARTMENT (IT IS ALSO AUTOCALCULATED FOR YOU). THIS IS A TOTAL OF BACK DUES & REGULAR DUES.
- 9: PLEASE REMEMBER TO SEND ALL NEW APPLICATIONS INTO DEPARTMENT OFFICE FOR PORCESSING.**

**AMERICAN LEGION AUXILIARY DEPT. OF NJ  
2023-2024 TRANSMITTAL**

Date: \_\_\_\_\_

Please note that the "total" Columns are pre-calculated for you  
NEW MEMBERS: PROVIDE APPLICATION FOR PROCESSING

MEMBER ID#	NAME	SR	JR	RENEW	REJOIN	TRANSF	NEW	BACK DUES	CURRENT DUES
123456789	Jane Doe	X		X					\$18.00
234567891	Joyce Doe	X			X			\$18.00	
345678912	Barbara Doe	X				X			\$18.00
456789123	Becky Doe	X					X		\$18.00
567891234	Dee Doe	X			X			\$18.00	\$18.00

**SAMPLE**

Unit #: \_\_\_\_\_  
County: \_\_\_\_\_

\$36.00  
Subtotal: \$72.00  
Credit: \$18.00  
Total: \$54.00

# Seniors@\$24.00 Amount\$ \_\_\_\_\_  
# Juniors@\$3.75 Amount\$ \_\_\_\_\_

Total: \$90.00

**DUES: SENIORS \$24.00  
JUNIORS \$3.75**

Make check payable to: ALA Dept. of NJ

**REMIT TO:  
American Legion Auxiliary  
Department of New Jersey  
1540 Kuser Rd, Suite A-8  
Hamilton, New Jersey 08619**