

Membership Transmittal Instructions

Use this sheet to help fill in the Form with correct information and format

Heading Columns - *These columns will automatically fill in on every page in current Report*

1. **Membership Year** – Format example: 2011-12, etc. Membership year starts October 1
2. **Post Number** – self explanatory
3. **Post Name** – self explanatory
4. **Report Number** – pick applicable number from Drop-down list
5. **Page Number** – You must pick page number of THIS report on each page, number consecutively
6. **Date** – self explanatory - i.e., October 1, 2011
7. **Chapter** – type name of Chapter (if applicable), put N/A if no Chapter
8. **State Dept** – pick state from Drop-down list, pick N/A if no Department

Main Body Columns – *You must fill in the information in these columns*

9. **No.** – number Member entries consecutively (1,2,3, etc). On 2nd and later reports, start numbering with where you left off from previous report.
10. **Last Name** – Type last name in ALL CAPS **and must be in alphabetical order**
11. **First Name/Initial** – self explanatory
12. **New Add.** – check this box **ONLY** if Member has moved since last Transmittal. Put the **NEW** address in these Address blocks. List old address on Address change page (page 2 of Online Transmittal) and attach at back of Report when printing & mailing
13. **Address** – House #, Full Street Name (include Rd., Ave., St., etc)
City Name (abbreviate Hts., etc.) State – two letter abbreviation & **5 digit ZIP**
14. **New Member** – check ONLY if is 1st time member, never been listed on a Transmittal
15. **Renew-** check for all continuing members from last year
16. **Life** - check ONLY for Life Members
17. **Waiver** – check for members over 85 **AND** for members who joined in July, August or September and have been listed on a previous Transmittal

Bottom Columns - *These columns will automatically fill in on every page in current Report*

18. **Total this Report** – enter total number of check marks from each column from **ENTIRE** Report you are sending. Do **NOT** enter in total of each page.
19. **Total Last Report** – Enter total number for each column on LAST report submitted. Enter a (0) if this is the first Report sent.
20. **Total This Report** – Totals from #17 and #18 will automatically be added
21. **Commander's Name, Address, City, State, ZIP** – Self Explanatory
22. **Report Prepared By, Title, Address, City, State, ZIP** – Self Explanatory

When finished entering all members information - Save file to your computer, print ONLY the pages you have filled in (example: 1-5, 1-10, etc.). Follow Disposition of Form Instructions and mail correct number of copies to next Higher Echelon with all applicable Per Capita Fees.

