

ONLINE POST TRANSMITTAL MEMBERSHIP

Q&A

Q: HOW LONG DOES IT TAKE FOR THE MEMBERSHIP TOTALS TO UPDATE ONCE I SUBMIT A TRANSMITTAL BATCH?

A: AS SOON AS YOU HIT THE SUBMIT BUTTON THOSE MEMEBRS ON THE TRANSMITTALLS ARE IMMEDIATELY, COUNTED TOWARDS YOUR MEMBERSHIP TOTAL.

Q: WHICH SYSTEM IS FASTER FOR PROCESSING MEMEBERSHIP?

A: USING THE NEW ONLINE SYSTEM IS MUCH FASTER,

- IT SAVES MONEY ON POSTAGE,
- CUT THE CHANCES OF THE MAIL BEING MISPLACED BY OUR WONDERFUL US POSTAL OFFICE.
- IT ALSO ALLOWS YOU TO GET YOUR MEMBERSHIP TOTALS IN FASTER ESPECIALLY WHEN WE ARE CLOSE TO MEMBERSHIP CUT-OFFS.
- SENDING MEMEBRSHIP INTO THE DEPARTMENT IS A LONGER PROCESS FOR MEMBERSHIP TOTAL UPDATES.

Q: DO I HAVE TO SEND IN THE TWO PART CARDS OF THE MEMEBRS I PROCESS ONLINE

A: NO
(NOTE: I DO NOT NEED OR WANT THE CARDS OF THE MEMEBRS YOU PROCESS ONLINE. FILE THEM FOR YOUR OWN POST RECORDS OR DISPOSE OF THEM BUT DO NOT SEND THEM IN TO ME.)

Q: IF I PROCESS A NEW ACTIVE DUTY MEMBER ONLINE WILL THE POST BE REIEMBURSED

A: NO (NOTE: TWO PART CARDS MUST BE SENT IN FOR ALL NEW 1ST YEAR ACTIVE DUTY MEMBERS. THE DEPARTMENT WILL NOT CREDIT THE POST BACK IF PROCESSED ONLINE)

Q: WHAT DO WE DO WITH OUR CREDITS AT THE DEPARTMENT?

A: THERE IS A FORM ON THE DEPARTMENT WEBSITE GIVING YOU THREE OPTIONS TO CHOOSE FROM. (CREDIT REQUEST FORM) IF YOU HAVE NOT ALREADY DONE SO PLEASE COMPLETE AND SEND TO ME VIA POSTAL MAIL FAX OR EMAIL

Q: CAN I TRANSFER A MEMBER THROUGH THIS SYSTEM?

A: YES
YOU CAN ONLY TRANSFER MEMBERS THAT ARE NOT ALREADY PAID FOR THE
CURRENT YEAR
**(NOTE: IF THE MEMBER IS CURRENT ON THEIR DUES YOU WILL
HAVE TO SUBMIT A COMPLETED MEMBER DATA FROM
REQUESTING THE TRANSFER)**

Q: CAN I PAY BACK DUES FOR A MEMBER ONLINE?

A: YES
YOU MAY PROCESS BACKDUES FOR ONLY 2 PRIOR YEARS.
**(NOTE: ANY YEARS FURTHER
BACK MUST BE SENT TO THE DEPARTMENT)**

MEMEBRSHIP DUES

2020-	\$29.00
2019-	\$29.00
2018-	\$29.00

(YEARS PRIOR TO 2018 IS \$2.00)

F.Y.I

ABERDEEN PROVING GROUND MUST BE ENTERED AS: **ABER PROV GRD**

(If you are not sure what year a member has missed or you have any questions regarding back dues, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

Ebony Dixon

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MEMBERSHIP

SENDING MEMBERSHIP TO HEADQUARTERS

A two-part card must be sent in for each member for their dues to be processed unless they are a PUFL or they have paid online.

Make sure that you have the correct amount of cards for the amount of the check.

\$29.00 is required for each membership card.

Use your Post's "blank" membership cards when sending in dues for all New Members. This includes Active Duty New Members.

Members cannot be processed without a two-part card.

Make sure that if you are sending in any handwritten or typed cards; they are completely filled out on both sides of the two-part card.

DO NOT STAPLE THE CARDS TO THE DATA FORMS

ALREADY PAID

Make sure that the cards you are paying for are for members that have *not* already paid. Duplicate payments occur in a number of ways. Members paying ONLINE are probably the most common. Please make sure that a member has not already paid their dues before sending them in. And if a member has already paid their membership dues I do not need their card. This usually happens towards the second half of the membership year.

Please double check to see if the member has already paid before you send in that card. Those duplicate payments can really slow things down.

(If you are unsure if a member has already paid, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

ONLINE PAYMENTS

PLEASE, DO NOT SEND IN CARDS OF MEMBERS THAT HAVE PAID ONLINE!! I do not want or need the cards of members that have paid online. When a member pays online, simply send them their New Membership ID Card. Sending the two-part card into Headquarters really throws a wrench in the works, so please refrain from doing so.

(If you are still unsure if someone paid online, **please** call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

SENDING CHANGES TO HEADQUARTERS

Send all member changes in on a Data Form. This includes all deceased members, name changes, address changes, phone numbers, continuous years...etc. The Data Forms provide a paper trail of changes made.

***Note-** Changes can also be made now on www.mylegion.org (excluding transfers)

IF YOU USE THE WEBSITE TO MAKE THE CHANGES I DO NOT NEED THE DATA FORM

Please contact Department Assistant Adjutant – Steve Tatro @ 410-752-1405 or email him @ Steve@MDlegion.org , if you have any questions about this website,

CREDITS

There is form that needs to be completed, signed and returned to the Department letting me know your post option. If you have not already completed and returned the form please do so immediately.

- Receive a quarterly refund check for post credits
- Retain credits for the post to submit cards to use the membership credit periodically
- Donate post credits to another post.

(If you are unclear of what your post credit may be, Or if your post has submitted the form call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

TRANSFERS

All transfers sent in to Department Headquarters must be on a Data Form.

Make sure the Data (transfer) Form is filled out correctly. The top portion must be completely filled out. If there are any changes in the member's information fill it in where needed.

Make sure that the bottom portion of the form is completed. The “transferring from” and “transferring to” must be filled out.

The most important part is the SIGNATURES! At the bottom of the form is a place for the Adjutant to sign and the Member to sign.

Both Signatures are required for the transfer to be processed.

NEW MEMBERS and NEW ACTIVE DUTY MEMBERS

Two-part cards MUST be sent in for all New Members (including New Active Duty).

Without the two-part card, their membership cannot be processed.

Make sure the cards are completely filled out. Also, check the box on the top of the card “new” member. Clarifying is very important with membership.

FIRST YEAR Active Duty member’s dues are paid for by Department. Please write on the two-part card or attach a note with card stating that the member is a First year Active Duty. Otherwise, payment will be taken from your post credit OR the card will be sent back to the Post to be returned with payment.

PAYMENTS FOR BACK DUES

Make sure you are sending in the correct amount of money. The current membership year dues are \$29.00

2020 - \$29.00

2019 - \$29.00

2018 - \$29.00

2017 and back \$2.00 (each year)

Make sure that you send in Membership cards with **2020, 2019 and 2018** dues payments. If you do not have their pre-printed card from the previous years, you may have to hand write or type a card for them. If you do not have any 2019 or 2018 blank cards, call me. Cards are not required for back dues three years and back.

(If you are not sure what year a member has missed or you have any questions regarding back dues, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)