

### **Transmitting Members**

List members you are paying **alphabetically** on the transmittal form **or** highlight them on a copy of the preprinted roster. You do not have to do both. You do not have to send the pages of the roster if you are not paying anyone on that page.

Senior member dues are now **\$24.00**. Junior dues are now at \$4.75. Please check your math to make sure you send the correct amount.

### **Members with Preprinted Cards**

Members whose current year's dues were paid prior to March 31<sup>st</sup> should have a preprinted card.

Sign and give card to the member when her dues are paid.

If any information is incorrect, please fill out a Member Data Form and send it to Department with your transmittal. Only one copy needs to be sent and you will need to keep a copy for your unit's records.

### **Members without a Preprinted Card**

Blank cards have been provided for new members or renewing members without a preprinted card. You also use these cards for members who transfer into your unit.

Type or print the members name, continuous years of membership and Unit location on the card; sign the card and give to member.

### **New Members**

New members must be transmitted with a completed application. Make sure the application is completely filled out and be sure it is **signed by a Post Officer**. Incomplete applications will be returned. Also, we must have a birthdate on any new junior members. Any application for junior members without a birthdate will be returned.

New members will not be accepted until September 1<sup>st</sup>. Any new members received before this date will not be processed.

Department does not keep applications on file so be sure to make a copy for your unit records.

### **Changes**

Use a Member Data form for all changes including name, address, continuous years, deceased, birthdays and transfers.

### **Transfers**

In order for a member to transfer, her dues must be current. If she is not current she must pay all back dues to the unit she is transferring out of or fill out a new application to show she is still eligible.

All data forms with transfers must be signed by the member and the unit secretary. As a courtesy, the secretary should inform the old unit that the member has transferred.

Out of state transfers should have a copy of the members card attached to the data form.

### **Other Information**

Please do not staple or tape your check to the transmittal form.

Separate checks should be written when paying back dues and current dues.

PUFL (VIM) members received a laminated card in the spring and no other card will be issued. No payment is needed and you do not need to list them on the transmittal as they will be renewed automatically.