

## UNIT DATA FORM DIRECTING BILLING

*(Type or Print using Black Ink)*

*\*Non-legible forms will be returned\**

I understand that the dues amount listed below will be printed on the upcoming Membership Renewal Notices that will be mailed to each Senior member of our Units from our National Organization. Below is the address to be printed on each Renewal Notice showing where our members are to mail their dues for this Unit. Information on this Unit Data Form will also be used for the Department Blue Book.

<b>DEPARTMENT OF TEXAS</b>	DIVISION _____	DISTRICT _____	UNIT _____
20 _____ SENIOR DUES OF THE UNIT ARE \$ _____ per Member			
20 _____ JUNIOR DUES OF THE UNIT ARE \$ _____ per Member			
Name of the individual in the Unit to receive membership dues <small>(Current year dues of the member must be paid)</small>		Membership ID Number	
Address		City	Zip Code
Area Code & Telephone Number		Email Address	
Unit Name: _____			
Unit P.O. Mailing Address: _____			
		City	Zip Code
Unit Meeting Location: _____			
Unit Meeting Date: _____ <small>(Example – Second Wednesday of the Month)</small>		Unit Meeting Time: _____	
Does your Unit have a Facebook page and if yes, what name do you use on it? _____			
Does your Unit have a Website, if yes, what is the Website address? _____			

Signature

Title

Date

Please note: All information must be completed. It is imperative that this Data Form be returned no later than May 1<sup>st</sup> of the current year. Not doing so may cause the next year's renewal notices to be sent to the wrong person with the incorrect amount and incorrect information in the Department Blue Book. **Please send in this form even if the amount and/or information for the Blue Book do not change.**

**Return completed form by mail or scan and email to the Department Secretary:**

ALA Department of Texas

P.O. Box 140407

Austin, TX 78714-0407

Email: [secretary@alateexas.org](mailto:secretary@alateexas.org)