



# DETACHMENT OF NEW YORK DUES TRANSMITTAL

MEMBERSHIP YEAR \_\_\_\_\_ TRANSMITTAL # \_\_\_\_\_  
 SQUADRON # \_\_\_\_\_  
 TRANSMITTED BY \_\_\_\_\_  
 DATE \_\_\_\_\_  
 PHONE/EMAIL \_\_\_\_\_

MEMBER TYPE	# CURRENT YEAR CARDS	# LAST YEAR CARDS	BLANK
RENEWAL			
NEW		BLANK	
<b>TOTAL</b>			<b>TOTAL CARDS</b> (Current Year + Last Year)
BLANK			<b>X \$11.00</b>
			<b>TOTAL DUE</b> \$
CHECK #		CHECK AMOUNT	
#		\$	

PLEASE MAKE CHECK PAYABLE TO: THE AMERICAN LEGION, DETACHMENT OF NEW YORK  
 PLEASE SEE INSTRUCTIONS AND NOTES ON THE BACK OF THIS FORM

## **EXPLANATIONS**

Renewal Member: A continuous annual renewal, including members transferring in who are paying dues to your Squad.

New Member: A member who was not a member in the previous membership year, including brand new members that have never belonged before and reinstatements who have lost their continuity.

## **PLEASE NOTE**

Do not send Detachment Record Cards for members whose dues are not being paid with this transmittal. (Cards marked "Deceased" may be sent in the same envelope, but please do not mix in with renewal cards)

Do not send Detachment Record Cards for members who are transferring into your Squad unless their annual dues are being submitted at this time.

Please check the box on the Detachment Record Card marked "Update record changes as noted" if you are making changes to any member info directly on the card. If this box is not checked, your changes may not be recorded.

Please do not use tape or staples to reattach cards that have accidentally been separated. This leads to torn and damaged cards during processing.

Mail completed Transmittal Form and Detachment Record Cards with Payment in Full to:

The American Legion, Dept. of New York  
1304 Park Blvd  
Troy, NY 12180  
Att: SAL Membership Processing

If there are any questions, please contact Detachment Headquarters at:

Phone: 518-463-2215    Email: [info@nylegion.org](mailto:info@nylegion.org)    Website: [www.sonsdny.org](http://www.sonsdny.org)