

POST DATA FORM (2016 Membership Year)

(This form is placed in the New Post Kit)

*** Immediate Response Requested ***

Throughout the year, there are times your Post may be contacted concerning Membership Renewal, *DISPATCH* subscriptions, Awards, Veterans Affairs information or on other important matters.

For these reasons, your Department and National Headquarters will appreciate your help in providing the Post information noted below. Reporting this data will make your job (and ours) easier. Please provide:

- 1) 2016 dues amount, and effective date of change.
- 2) Address to which the member mails the dues.
- 3) Physical address of the Post; this *could* differ from the mailing address.

The information reported for dues mailing purposes (Nos. 1 & 2 above) will be printed by National Headquarters on dues notices mailed to members. If at anytime during the year, there is a change in Post dues or the mailing address where members mail their dues, the Post should notify the Department Headquarters immediately. The Department will then report the changes to National.

Please make sure the data provided is correct and is submitted to your Department. For the first renewal mailing, no change in the amount of dues or remittance address can be made after this deadline. Other deadline dates will affect later mailings.

(Type or print in ink and forward to the Department)

Department of _____ Post Number _____

\$ _____ is the dues amount for the Post and to be billed to members for their 2016 membership.
_____/_____/2015
Effective date of change; month, day, year

Dues MAILING Address for National Headquarters file is:

AMERICAN LEGION POST # _____

(Provide a complete address above)

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's 9-digit ID #: _____

Post MAILING Address for National Headquarters file is:

AMERICAN LEGION POST # _____

Post PHYSICAL Address for National Headquarters file is:

AMERICAN LEGION POST # _____

Authorized Post Officer Signature

Date

Complete and return to Department Headquarters. Failure to do so could cause membership renewals to be mailed to members with incorrect information.