

Type of member	Aux. Treasurer must send to Dept. Treasurer	Dept. Treasurer must send to National
<b>ANNUAL MEMBERSHIP</b>		
New annual member	Membership application Membership summary form check	nothing-process online (unless possible duplicate- then send annual consolidated report, copy of Membership application and check)
Continuous annual member with pre-printed card	Membership summary form pre-printed card check	nothing-process online
Continuous annual member without pre-printed card	Membership summary form Continuous/Transfer/Reinstate form check	nothing-process online
Reinstate annual member	Membership summary form Continuous/Transfer/Reinstate form check	nothing-process online (unless member can't be found - then send annual consolidated report, Continuous/Transfer/Reinstate form and check)
Continuous Transfer member	Membership summary form Continuous/Transfer/Reinstate form check	nothing-process online (unless member is from out of state or member is transferring from an Aux. to Dept. Member at-Large- then send annual consolidated report, Continuous/Transfer/Reinstate form and check)
Annual Non-Paying Transfers	Continuous/Transfer/Reinstate form	nothing-process online (unless member is from out of state or member is transferring from an Aux. to Dept. Member at-Large- then send Continuous/Transfer/Reinstate form) <b>DO NOT LIST ON CONSOLIDATED REPORT</b>

Type of member	Aux. Treasurer must send to Dept. Treasurer	Dept. Treasurer must send to National
<b>LIFE MEMBERSHIP</b>		
new Life member paying with check	Membership application check	nothing-process online
new Life member paying with credit card	Membership application <b>must provide credit card information including CVV code from credit card</b>	<b>**2014 or 2015 Life Member credit card consolidated report</b> Membership application <b>must provide credit card information including CVV code</b>
annual convert to Life member paying with check	Change Request form check	nothing-process online
annual convert to Life member paying by credit card	Change Request form <b>must provide credit card information including CVV code from credit card</b>	<b>**2014 or 2015 Life Member credit card consolidated report</b> Change Request form <b>must provide credit card information including CVV code</b>
annual convert to Life member paying on Installment Plan credit card or ACH  <b>CURRENT YEAR DUES MUST BE PAID</b>	Installment Plan Application <b>must provide credit card information including CVV code from credit card or bank information and voided check</b>	<b>**2014 or 2015 Life Member Installment consolidated report</b> Installment Plan Application <b>must provide credit card information including CVV code or bank information and voided check</b>
Life member transfers	Change Request form Membership Application	nothing-process online (unless member is from out of state or member is transferring from an Aux. to Dept. Member at-Large-then send Change Request Form) <b>DO NOT LIST ON CONSOLIDATED REPORT</b>

**\*\*2014 Life Member consolidated reports must be used through 12/31/2014**

**\*\*2015 Life Member consolidated reports must be used after 1/1/2015**