

Things to remember when sending in membership!!

- Use the Dues & Remittance form which has the revision of January 2019 on the bottom of the form.
- When filling out the top center area – write “MI” under Department and include the name and contact information of the person submitting the form.
- The membership year should be “2023/24” under the Recap Info section.
- When filling in the bottom portion remember to list all members alphabetically under the type of member you are submitting: N for New Annual, R for Renew Annual, NH for New Honorary, RH for Renew Honorary, NL for New Life (joining for first time) and RL for Renew **TO** Life (current annual members paying for a Life membership).
- Don’t forget to fill out the forms needed for new Life membership and new Honorary membership and include them with the D&R. It is NOT up to Nancy to fill out YOUR paperwork! REMEMBER, she is recording membership for 23 local auxiliaries NOT just yours!
- Be sure to send the following amount for each type of member: \$25 for annual renewals, \$30 for new annuals (including those who pay their dues AFTER 12/31), \$278 for New Life and Renew to Life members and \$10 for Renew and New Honorary members (National fee – the Department does not charge for Honorary members).
- After you determine what is owed be sure the check is made out to: **AMVETS Ladies Aux. Dept. of MI.** Be sure the check is dated correctly, the amount in numbers and the amount in writing match and be sure to SIGN the check!! Send everything to Nancy Middleton, Executive Secretary, AMVETS Ladies Aux. Dept. of MI, 1535 48th St SE, Kentwood MI 49508-4670.
- If you do not send in the correct amount or include the proper paperwork, the Executive Secretary may choose to return it to you for needed corrections which will cause a delay in processing and your members receiving their cards.

Re-Member to Recruit & Retain!

Kathy Keizer – Department 1st Vice President