

MEMBERSHIP

SENDING MEMBERSHIP TO HEADQUARTERS

A two-part card must be sent in for each member for their dues to be processed unless they are a PUFLL or they have paid online.

Make sure that you have the correct amount of cards for the amount of the check.

\$25.50 is required for each membership card.

Use your Post's "blank" membership cards when sending in dues for all New Members. This includes Active Duty New Members.

Members cannot be processed without a two-part card.

Make sure that if you are sending in any handwritten or typed cards; they are completely filled out on both sides of the two-part card.

DO NOT STAPLE THE CARDS TO THE DATA FORMS

ALREADY PAID

Make sure that the cards you are paying for are for members that have *not* already paid. Duplicate payments occur in a number of ways. Members paying ONLINE are probably the most common. Please make sure that a member has not already paid their dues before sending them in. And if a member has already paid their membership dues I do not need their card. This usually happens towards the second half of the membership year.

Please double check to see if the member has already paid before you send in that card. Those duplicate payments can really slow things down.

(If you are unsure if a member has already paid, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

ONLINE PAYMENTS

PLEASE, DO NOT SEND IN CARDS OF MEMBERS THAT HAVE PAID ONLINE!! I do not want or need the cards of members that have paid online. When a member pays online, simply send them their New Membership ID Card. Sending the two-part card into Headquarters really throws a wrench in the works, so please refrain from doing so.

(If you are still unsure if someone paid online, **please** call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

SENDING CHANGES TO HEADQUARTERS

Send all member changes in on a Data Form. This includes all deceased members, name changes, address changes, phone numbers, continuous years...etc. The Data Forms provide a paper trail of changes made.

***Note-** Changes can also be made now on www.mylegion.org (excluding transfers) Please contact Department Assistant Adjutant – Steve Tatro @ 410-752-1405 or email him @ Steve@MDlegion.org , if you have any questions about this website,

CREDITS

Make sure that you state that you wish to use your post credit and also make sure that you have enough post credit to cover the cards sent in.

Make sure that it all adds up, meaning, if you send in a check as part of the payment but wish to use your post credit for the remaining balance, please make sure you have enough in your post credit to cover that balance.

(If you are unclear of what your post credit may be, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

TRANSFERS

All transfers must be sent in to Department Headquarters on a Data Form.

Make sure the Data (transfer) Form is filled out correctly. The top portion must be completely filled out. If there are any changes in the member's information fill it in where needed.

Make sure that the bottom portion of the form is completed. The “transferring from” and “transferring to” must be filled out.

The most important part is the SIGNATURES! At the bottom of the form is a place for the Adjutant to sign and the Member to sign.

Both Signatures are required for the transfer to be processed.

Make sure you get a copy of the member's DD 214 and their Membership ID card. Keep their DD 214 **at your post for your records**. Send the ID card with the Data (transfer) Form to me.

NEW MEMBERS and NEW ACTIVE DUTY MEMBERS

Two-part cards MUST be sent in for all New Members (including New Active Duty).

Without the two-part card, their membership cannot be processed.

Make sure the cards are completely filled out. Also, check the box on the top of the card "new" member. Clarifying is very important with membership.

FIRST YEAR Active Duty member's dues are paid for by Department. Please write on the two-part card or attach a note with card stating that the member is a First year Active Duty. Otherwise, payment will be taken from your post credit OR the card will be sent back to the Post to be returned with payment.

PAYMENTS FOR BACK DUES

Make sure you are sending in the correct amount of money. The current membership year dues are \$25.50.

2018 - \$25.50

2017 - \$25.50

2016 - \$25.50

2015 and back \$2.00 (each year)

Make sure that you send in Membership cards with **2017, 2016 and 2015** dues payments. If you do not have their pre-printed card from the previous years, you may have to hand write or type a card for them. If you do not have any 2016 or 2015 blank cards, call me. Cards are not required for back dues three years and back.

(If you are not sure what year a member has missed or you have any questions regarding back dues, call me @ 410-752-1405 or email me @ ebony@MDlegion.org)

Ebony Dixon

Membership Coordinator
The American Legion
Department of Maryland
101 North Gay Street Room E
Baltimore, Maryland 21202
410-752-1405
ebony@MDlegion.org

Dues Quick Reference Guide

1	\$25.50
2	\$51.00
3	\$76.50
4	\$102.00
5	\$127.50
6	\$153.00
7	\$178.50
8	\$204.00
9	\$229.50
10	\$255.00
11	\$280.50
12	\$306.00
13	\$331.50
14	\$357.00
15	\$382.50
16	\$408.00
17	\$433.50
18	\$459.00
19	\$484.50
20	\$510.00
21	\$535.50
22	\$561.00
23	\$586.50
24	\$612.00
25	\$637.50

26	\$663.00
27	\$688.50
28	\$714.00
29	\$739.50
30	\$765.00
31	\$790.50
32	\$816.00
33	\$841.50
34	\$867.00
35	\$892.50
36	\$918.00
37	\$943.50
38	\$969.00
39	\$994.50
40	\$1,020.00
41	\$1,045.50
42	\$1,071.00
43	\$1,096.50
44	\$1,122.00
45	\$1,147.50
46	\$1,173.00
47	\$1,198.50
48	\$1,224.00
49	\$1,249.50
50	\$1,275.00

51	\$1,300.50
52	\$1,326.00
53	\$1,351.50
54	\$1,377.00
55	\$1,402.50
56	\$1,428.00
57	\$1,453.50
58	\$1,479.00
59	\$1,504.50
60	\$1,530.00
61	\$1,555.50
62	\$1,581.00
63	\$1,606.50
64	\$1,632.00
65	\$1,657.50
66	\$1,683.00
67	\$1,708.50
68	\$1,734.00
69	\$1,759.50
70	\$1,785.00
71	\$1,810.50
72	\$1,836.00
73	\$1,861.50
74	\$1,887.00
75	\$1,912.50

76	\$1,938.00
77	\$1,963.50
78	\$1,989.00
79	\$2,014.50
80	\$2,040.00
81	\$2,065.50
82	\$2,091.00
83	\$2,116.50
84	\$2,142.00
85	\$2,167.50
86	\$2,193.00
87	\$2,218.50
88	\$2,244.00
89	\$2,269.50
90	\$2,295.00
91	\$2,320.50
92	\$2,346.00
93	\$2,371.50
94	\$2,397.00
95	\$2,422.50
96	\$2,448.00
97	\$2,473.50
98	\$2,499.00
99	\$2,524.50
100	\$2,550.00

AS OF JANUARY 16, 2016