

DEPARTMENT OF ILLINOIS



CREATED 2010

GUIDE FOR PAYMASTERS

GUIDE FOR PAYMASTERS

SECTION I – PURPOSE OF GUIDE

SECTION II – COMPLETING THE TRANSMITTAL

SECTION III – DO'S AND DON'TS

SECTION I – PURPOSE OF GUIDE

The purpose of this guide is:

- 1. To have all paymasters reporting the transmittals in the same manner**
- 2. To be a reminder on the proper way of filling out transmittals for all paymasters.**
- 3. To organize the submitting of transmittals so as to make it easier on both the department paymaster and those on the National level.**
- 4. To be a guide for all paymasters presently and in the future.**

The following pages entitles “Section II – Completing the Transmittal” has been adopted from the workshop that was given at a previous quarterly meeting.

Your input, positive or negative, is desired. If this guide can be improved upon in any way, shape or form, it would be greatly appreciated.

Each section of a blank transmittal has been taken apart and shown to you in helping complete it correctly.

SECTION II – COMPLETING THE TRANSMITTAL

Each section of the transmittal will be shown to you as it is discussed. Numbers will be on the section of the transmittal to correspond with the number explaining what to do and how to do it.

MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM MARINE CORPS LEAGUE

FROM: Adjutant/Paymaster of _____ (1) Detachment # _____ (2)

TO: National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116

VIA: Department Adjutant/Paymaster

1. Enclose separate checks or Money Orders for National and Department dues payments. Date _____ (3)
2. Please include Birthdate (D.O.B.) for Life Member applicants.
3. Utilize two entries (Old and New to change a member's Address or to correct or change a member's name. Transmittal # _____ (4)
(Start new sequence on July 1 each fiscal year.)
4. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.

1. On the line after where it states "From: Adjutant/Paymaster of _____." Place the name of your Detachment.
2. On the line after where it states "Detachment # _____." Place the number of your detachment.
3. On the line after where it states "Date _____." Place the date in which you have completed the transmittal. The date will usually be "today's date," whatever day you are doing the transmittal.
4. On the line after where it states "Transmittal _____." Place the number of your transmittal. Examples: Some detachments use 6-10 to indicate that it is the sixth transmittal submitted in 2010. Other detachments use singular numbers such as 6. This doesn't matter how you do it but it is strongly recommended that you use one system or the other so when reference to a particular transmittal, you could say "I am referring to transmittal 6-10 dated April 12, 2010." This would be so much easier for both department and national.

The next section of the transmittal is the main purpose for having it. This is the section where you report the member and his/her status. It is important to remember that there is a lot that needs to be done in this area.

MEMBER # (5)	CODE(S) (6)	HQ USE ONLY (7)	LAST NAME (Jr, etc.) (8)	FIRST (8)	MI.	DATE OF BIRTH (9)
PLM # (10)	STREET ADDRESS (or PO BOX #) (11)		CITY (12)	ST (13)	ZIP +4 (14)	

5. If the member is renewing his/her membership, it is necessary to place in the box that is titled “Card Number”, the current membership number of the member. Each member has a number that has been issued by National.
6. In the box that is titled “Code(s)” place either the letter “R” if that member is renewing, the letter “N” if that person is a new member, the letters “R/T” if that person is renewing his/her membership and at the same time is transferring to your detachment. If that person is becoming a life member, place the letter “L” if that person is just transferring place the letter “T”. The letters “RAM” is for the renewing of an associate member and the letters “NAM” is for the new associate member.
7. Do not write in this box, it is reserved for national only. When you get back from national your copy of the transmittal, it will have the expiration date of the member in this location.
8. In the box that is titled “Last Name (Jr., etc.), First, MI” place the last name first, (if the member has the same name as his father, follow his name by the letters “Jr.”. If he is a father and has the same name as his son, follow his name by the letters “Sr.”. If he is the third generation by the same name, then follow his name by the roman numerals “III” to so indicate. Then after his/her name, place their first name under the word “First” and the middle initial under the letters “MI”.
9. In the box that is titled “D.O.B.” (Life Members only), this is for only those members who have desired to become Life Members. Do not put anything in the box unless they are becoming a life member. When a person does become a life member, place the month, day and year of their birth.
10. On the second line of this section, the letters “PLM #” is in a shaded area. Do not put anything in this box as it is reserved for national. If a person becomes a Permanent Life Member, his/her life membership number will be placed in this area.
11. The next box in titled “Street Address (or PO BOX #), place the members residence either as a Street Number and name of Street, Circle, Blvd., Avenue, Apartment # if needed or Post Office Box number.
12. The next box is titled “City”. Place the city in which the member lives.
13. In the next box which is titled “ST”, place the approved two letter State Code (available from the USPS ZIP code book. Most Post Offices will give you the letter code.
14. In the last box on this second line are the words “ZIP+4”. You should put the five digit zip code of the member plus the additional four digits for his/her particular location within the zip code area. These additional four digits can also be received from the post office.

15. This next section is the one that is one that is most often not completed correctly. After each of the letters is a small line. On that line, you need to put the number of members for each of those letters.

<u>National dues only</u>		Check # <u>(16)</u>
R	___ Renewal @ 18.00	\$ _____
N	___ New Member @ 23.00	_____ <u>(17)</u>
L	___ Life Member	_____
T/COA	___ Transfer/Change of Address	_____
RAM	___ Associate (renew) @ 18.00	_____
NAM	___ Associate (new) @ 23.00	_____
RDM	___ Dual (renew) @ 18.00	_____
	Dual (new) @ 23.00	_____
Total National Dues		\$ <u>_____ (18)</u>

16. After the word “Check #”, place the number of the check that you wrote to national.

17. In each \$ column under Check #, enter the dollar amount by multiplying the number of members for each letter by the amount after the explanation of the letter. (Example - 2 new members (N) x 23.00 = 46.00)

18. On the line where the dollar sign appears after the words “Total National Dues”, add up the column and place the total amount for the check being written to national. Be sure to check and recheck your addition.

19. In the section shown at the right which is titled “Department Dues”, place the number of the check that was written to Department after the word “Check #” and the amount of the check after the word “Total \$”. Do not fill in any of the lower two lines that are under the words “Department Received”. These lines are for the department paymaster.

Department Dues
Check # <u>(19)</u>
Total \$ <u>(19)</u>
Received at Department
Date: <u>(19)</u>
Received at National HQ (Date/Time Stamp)

20. In the last section shown at the right, under the box titled: Signed”, write your signature as if you were signing a check

21. In the box titled “Printed Name”, place your printed name the same way you signed on the line above.

22. In the box titled “Address”, put your address that you use as paymaster.

23. In the last box, place your City, State and ZIP+4

SIGNED DETACHMENT ADJUTANT/PAYMASTER		
(20)		
PRINTED NAME		
(21)		
ADDRESS		
(22)		
CITY	ST	ZIP+4
(23)		
NATIONAL HOUSE (HQ) ONLY		
PINS	INV	

24. DO NOT PUT ANYTHING IN THE AREA THAT IS GRAY AND TITLED “NATIONAL HQ USE ONLY”.

25. Remove the bottom copy “the golden rod color copy” and retain for your records.

26. Forward all other copies to the DEPARTMENT PAYMASTER along with all checks that are written to National and to Department. **“NOTE: DO NOT SEND DIRECTLY TO NATIONAL!!!!”**

SECTION III – DO’S AND DON’T

Please read this section very carefully.

DO’S:

1. Do make sure that the Detachment Name is on the transmittal.
2. Do make sure that the Detachment Number is on the transmittal.
3. Do fill in the date of the transmittal.
4. Do start putting a transmittal number on your transmittal.
5. Do put in the card number of all present members on the transmittal.
6. Do fill in the code section with the proper letter on the transmittal.
7. Do fill in the member’s Last Name on the transmittal.
8. Do fill in the member’s First name on the transmittal.
9. Do fill in the member’s Middle Initial on the transmittal.
10. Do put in the Date of Birth if the member is becoming a Life Member on the transmittal.
11. Do fill in the Street Address for each member on the transmittal.
12. Do fill in the City for each member on the transmittal.
13. Do fill in the State for each member on the transmittal.
14. Do fill in the ZIP+4 for each member on the transmittal.
15. DO COMPLETE THE NATIONAL DUES ONLY section on the transmittal.
16. Do fill in the Department Dues section at the top on each transmittal.
17. Do sign your name on the transmittal.
18. Do print your name on the transmittal.
19. Do print your address or the Detachment’s address (whichever is where you receive detachment mail) on the transmittal.
20. Do put your City, State and ZIP+4 on the transmittal.
21. Do ALPHABETIZE all your names on the transmittal.
22. Do SEPARATE the National and department check.
23. Do make all checks to National payable to: National Adjutant/Paymaster, MCL.
24. Do make all check to Department payable to: Department of Illinois, MCL.
25. Do send all transmittal and checks to Department Paymaster (that’s both National and Department checks.)
26. Do print legibly and remember that you are using several copies so press hard while filling out.

DON’TS:

1. Do not make checks out to member or members.
2. Do not make checks out other than to: Department of Illinois, MCL for the Department.
3. Do not make checks out to national other than to National Adjutant/Paymaster, MCL.
4. Do not fill out in the section titled D.O.B. for anyone except a Life Member.

5. Do not leave both checks attached. Separate them Please!
6. Do not staple checks to transmittal.
7. DO NOT SEND CHECKS AND TRANSMITTALS DIRECTLY TO NATIONAL. (National will only send them back and this takes extra time in processing.)
8. Do not write in box titled "Department Received".
9. Do not write in any Gray area on the transmittal.
10. Do not send department dues for Life Members to Department. (Life Members do not pay department dues after they receive their life membership.)
11. Do not forget to take the Golden Rod copy for your own records.
12. Do not send the actual application to department. (The application form is the detachments for their use only)
13. DO NOT KEEP AN APPLICANT'S DD-214. It **MUST** be returned to them after verification by the detachment.
14. **Do not hold on the transmittals until you fill out a full transmittal sheet. As soon as the application and check is received from the new or renewing member or members, fill out a transmittal form, write the checks and send them in.**

Disclaimer:

I would like to thank the Department of Ohio for the work and effort in putting this guide together. It was presented at Central Division Conference and really explains the transmittal process step by step.