

# MEMBER DUES PROCESSING

## ● ● YOUR GUIDE TO MEMBER DUES PROCESSING

### CONTACT INFORMATION

**Dues Processing phone inquiries can be made toll-free by calling:**  
**1-800-963-3180**

Dues Processing Fax: **816-968-1115**

Dues Processing E-mail Inquiries:  
**memberduesprocessing@vfw.org**

**Annual dues packages sent by package delivery or express mail, address to:**

Dues Processing Department  
VFW National Headquarters  
406 W. 34th Street, Suite 316  
Kansas City, MO 64111

**All Life Membership payments should be sent to:**

Life Membership Department  
VFW National Headquarters  
406 W. 34th Street, Suite 316  
Kansas City, MO 64111

Life Membership E-mail Inquiries:  
**lifememberprocessing@vfw.org**

**Name and address corrections should be sent to:**

Circulation Department  
VFW National Headquarters  
406 W. 34th Street, Suite 316  
Kansas City, MO 64111  
**dataentry@vfw.org**

A major part of your responsibility as Post Quartermaster is to process member dues in a timely manner. This entails knowing what forms to fill out and when. The information contained in the following pages will serve as your guide to Member Dues Processing. Everything you need to know is right at your fingertips, including examples of forms you will be using throughout the year. The instructions for forms are included on the same page as the example, or adjacent page.

And remember that in this age of technology, nearly everything can be done online. (Only the life member installment plan can't be processed online.) Furthermore, be sure to sign up for V-Mail and receive up-to-the-minute information from VFW National Headquarters. It's all designed to make your job as Quartermaster a little easier.

## PERTINENT INFORMATION TO HELP US HELP YOU

Did you know that VFW's Member Dues Processing Department receives 5,000 letters a day? About 75% of those are membership renewals. That's a lot of mail. When procedure isn't followed in the field, 23% of the mail has to be opened by hand, costing VFW time and money.

Furthermore, a dues check for the incorrect amount actually costs the organization money. It costs \$15 to process a \$10 refund. Additionally, this increases the turn-around time in updating membership rosters.

So before you mail an envelope to the Member Dues Processing Department at VFW National Headquarters, find out how you can do your part and help save your organization money.



### Follow these time-saving measures:

- Stress the Online Membership System - it is a very powerful Quartermaster tool and results in instantaneous processing via the web.
- Encourage your members to mail their dues notice and payment directly to National Headquarters. This allows us to use the system as it was designed.
- Do not include extra paperwork in the envelope.
- Use the appropriate form because new, continuous or life members are all processed differently.
- Write the check for the correct amount, not for multiple items. Meaning, do not include a payment to VFW's Supply Department with a dues renewal.
- Double-check Social Security numbers and names.

## EXPEDITING DUES PAYMENTS

The fastest, most convenient way to pay dues is online. VFW's Member Dues Processing Department accepts all major credit cards, including American Express. You can also pay online through your Post bank account by setting up a "Payment Profile." This new feature allows payment of dues by ACH debit (bank account) or credit card. Rest assured, online payments to VFW are completely secure.

If you opt for writing a check, be sure to follow the measures reviewed above.

For more information on Member Dues Processing, call toll-free **1-800-963-3180**, fax **816-968-1115** or e-mail **memberduesprocessing@vfw.org**. Life membership inquiries should be e-mailed to **lifememberprocessing@vfw.org** and data entry questions should be directed to **dataentry@vfw.org**.

By mail, the address is: **Member Dues Processing Department, VFW National Headquarters, 406 W. 34th St., Ste. 316, Kansas City, MO 64111**. If writing in regards to Life Membership or Circulation, replace "Member Dues Processing" in the address line with the department to which you are writing.

## PROCESSING ENROLLMENT AND OTHER ISSUES

**Below are the answers to questions you are sure to be asked during your tenure as Quartermaster:**

- Processing time begins the day the mail is received at National Headquarters, and is based on a normal five-day work week.
- After a payment is processed, a membership card will be mailed to the member the following business day.
- New, reinstated or transfer members, address changes or exceptions may take up to 10 days to process.
- Additional Member Dues Processing forms can be attained several ways.
  1. Forms are available online for printing or saving to your computer. Go to [www.vfw.org](http://www.vfw.org) and sign in. Go to the OMS system and click on Leadership Reference Guide and then Forms.
  2. Make a request through your Department Headquarters.
- A Post requesting the member's card must submit the request in writing. These will only be processed on the third Friday of each month (when received by the 3rd Thursday for processing).
- Duplicate payments, received from the Member or the Post, will be processed and extend the membership "Paid Through Date."

### VFW MEMBERSHIP APPLICATION

Name \_\_\_\_\_ email \_\_\_\_\_ Gender (M) (F)  
 Address \_\_\_\_\_ Home of Record \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_ SSN (Optional) \_\_\_\_\_  
 Military Service  Army  Air Force  Coast Guard  Navy  Marines  Current Status:  Veteran  National Guard/ Reserve  Active Duty

Qualifying Service  
 Pre-World War II  Korean Service 1950 - 54  Desert Shield/Storm 1990 - 1995  Afghanistan 2001 -  
 World War II  Korea Defense Service 1955 -  Bosnia/Kosovo 1995 -  Iraq 2003 -  
 Post-WWII Occupation 1945 - 55 (Europe, Korea, Japan)  Vietnam 1958 - 75  Global War on Terrorism - EXPEDITIONARY 2001 -  
 Post-WWII Occupation 1945 - 90 (Berlin)  Expeditionary Operations 1958 -

Qualified Recipient Of:  Imminent Danger/Hostile Fire Pay\* (Where) \_\_\_\_\_  SSBN Nuclear Deterrent Patrol\* \_\_\_\_\_  
 \*Period Covered: \_\_\_\_\_ (Required for applicants with no other reported qualifying service).

New Post No. \_\_\_\_\_  Reinstate ID# \_\_\_\_\_  Annual  Life  Life 12 Mo Installment  
 Transfer From Post No. \_\_\_\_\_ To Post No. \_\_\_\_\_

Recruiter (Please Print) \_\_\_\_\_ Recruiter Card No. \_\_\_\_\_  
 Quartermaster \_\_\_\_\_ Signature \_\_\_\_\_ Transfer complies with Sec. 107 Date \_\_\_\_\_ 05/10

(NATIONAL COPY - SUBMIT WITH TRANSMITTAL FORM)  
 I want to pay my membership fee by credit card.  
 MASTERCARD  VISA  DISCOVER  AMEX  
 CARD NO. \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ \$ \_\_\_\_\_  
 Signature: \_\_\_\_\_

All new membership applications must be signed by the Post Quartermaster.

\* Available on request from the National Membership Department or your State Headquarters.

## MEMBERSHIP APPLICATION FORM



In addition to mailing this form, Quartermasters can now submit new and reinstated members online, making payments by credit card or ACH debit. Refer to the Web Sites for Everyday Use on p. 47 for more information.

### If you'd still rather mail in your forms and payment, here's how:

- Complete the form by providing full and accurate information.
- Indicate whether the member is new, reinstated or transfer.
- Provide recruiter's name and membership card number, if applicable.
- If member dues are being paid by credit card, please complete the area provided for credit card authorization.
- Membership Application Forms forwarded by the Post should only include National and Department dues amount. The Post should retain its portion of the dues payment.
- Do not forward new member admission fee to National Headquarters. The Post Quartermaster should transmit the admission fee to Department Headquarters. If the fee is received at National Headquarters, it will be considered a payment overage.
- Top copy is for National Headquarters use and should accompany the Post Quartermaster Transmittal Summary Form (PQMT-01).
- A temporary receipt (which is found on the Post's copy) is given to the member.
- Retain second copy of the membership application form for your Post records.

**Please note:** A completed Member Change Request form, signed by the Post Quartermaster, must also accompany all member transfers.

### VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM

Annual Member  Replacement Card  Old Post No. \_\_\_\_\_  Report Death (Date of Death) \_\_\_\_\_  
 Life Member  Post Transfer  New Post No. \_\_\_\_\_  Accidental Death  
 Location \_\_\_\_\_  Post AD&D Insurance

Member No. \_\_\_\_\_  
 Member Name \_\_\_\_\_  
 Old Address \_\_\_\_\_  
 New Address \_\_\_\_\_

I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.  
 Post Quartermaster (Please Sign) \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM VFW FORM MCR-0504

### Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
  - a. Form PT/MD should be signed by the member and kept on file at the Post.
  - b. Member must be accepted by transfer under Sec. 107, of national bylaws.
4. DO NOT SEND CASH WITH THIS FORM.
5. Standard life membership card replaced at no cost.
6. Post Quartermaster must sign this form where indicated. Please include phone number.

Mail completed form to:  
 VFW National Headquarters  
 Data Entry Department  
 406 W. 34th St., Suite 316  
 Kansas City, MO 64111

Attach VFW Magazine label here for any address change (if available). Please do not staple of paper clip. Thank You.

## \*MEMBER CHANGE REQUEST (MCR) FORM

**This form, also called the MCR form, should be used to:**

- Report changes for both annual and life members.
- Report name and address changes. (Note: Change of a member's address to the Post address is NOT acceptable.)
- Report a member's death.
- Request life, continuous or non-paying Post transfers.
- Request replacement life or annual membership cards.

**This form is self-explanatory.** Provide accurate information and be sure to sign the form when reporting continuous or non-paying transfers. Attach Part III of renewal form, if applicable, and mail to VFW National Headquarters.

\* This form is available online for downloading or printing.

## \*POST TRANSFER-MEMBER DECLARATION (PT-MD) FORM

When a member wishes to transfer to another Post, this form will need to be completed. This declares that the transferring life or annual member owes nothing nor has any pending charges in the former Post.

**VFW Post Transfer - Member Declaration**  
 "I hereby certify that it is my desire to transfer my VFW Membership  
 from VFW Post No. \_\_\_\_\_ located in \_\_\_\_\_  
 to VFW Post No. \_\_\_\_\_ located in \_\_\_\_\_  
 I further certify that I am not indebted to my former post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former post, and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void."  
 Member's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Member's Signature: \_\_\_\_\_  
 To Post Quartermaster: Retain this completed card at the post indefinitely. DO NOT FORWARD to National.

**Important:** This form is to be kept **ON FILE AT THE POST** and is **NOT** forwarded to Department or National Headquarters.

## \*POST CONTINUOUS TRANSMITTAL FORM

This form is used when a continuous member pays dues directly to the Post. Dues submitted with this form should only include National and Department's share of dues. It is your responsibility to retain your Post's portion of the dues.

Have you considered going on-line to process your VFW membership? Visit <https://memem.vfw.org> to find out about the many on-line functions available to Post Quartermasters.  
 This form is to be used to transmit dues on **continuous** members only. New members must be transmitted by completion of a Membership Application. Transfer requests must be accompanied by a completed MCR form, signed by the Post Quartermaster.  
**Post Continuous Member Transmittal Form**  
 Post Number \_\_\_\_\_ Dept. \_\_\_\_\_  

Membership Number	Member Name	Address (Change complete only if address differs from what is currently on file)	City	State	Zip	Dues Amount	Recruiter Card Number	Recruiter Name
1						\$		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

 Total Amount Being Remitted \$ \_\_\_\_\_

## \*POST QUARTERMASTER TRANSMITTAL (PQMT-01) SUMMARY FORM

When transmitting dues, this is the form you need to use. It also is referred to as the PQMT-01 form.

### Here's what you need to do:

- Record the number of continuous, new or reinstated members and multiply by the dues amount for the total.
- Indicate the life members and the total fees for the life members.
- Posts should forward a copy to VFW National Headquarters. Be sure to include all renewal forms and/or National copies of all membership application forms, life member applications and payments.
- Retain a copy for your Post records.

### Here's what you do:

- Indicate your Post number and Department on the upper right side of the form.
- List the membership number and the name of each member being submitted.
- Only list a member's address information if it differs from what is currently on record.
- Indicate the amount being sent per member.
- List Recruiter's membership number and name, if the member is a Reinstatement.
- Indicate on the bottom of the form, the total amount being remitted for this transmittal.
- Forward Continuous Transmittal Form with payment to VFW National Headquarters.

### Do Not:

- Do not use the Post Continuous Transmittal Form to submit new members. A new member should be submitted by completion of a Membership Application which has been signed by the Post Quartermaster.
- Do not submit transfer requests without including a completed MCR form, signed by the Post Quartermaster.

**VFW POST QUARTERMASTER TRANSMITTAL SUMMARY FORM**  
[www.vfw.org](http://www.vfw.org)  
 This form must be used for the transmittal of dues and accompanied by Renewal Forms, Annual and/or Life Membership applications.  
 Department \_\_\_\_\_ Post No. \_\_\_\_\_ Membership Year \_\_\_\_\_ Post Check No. \_\_\_\_\_  
**Send only the National and Department portion of the dues for annual members.**  
 Continuous: No. of Members \_\_\_\_\_ \$ Dues Amount (National and Dept. portion) \_\_\_\_\_ = \$ Total \_\_\_\_\_  
 New & Reinstated: No. of Members \_\_\_\_\_ \$ Dues Amount (National and Dept. portion) \_\_\_\_\_ = \$ Total \_\_\_\_\_  
 Life Members: No. of Members \_\_\_\_\_ \$ Life Member Fees \_\_\_\_\_  
**TOTAL AMOUNT THIS TRANSMITTAL \$ \_\_\_\_\_**  
 Daytime Phone No. \_\_\_\_\_  
 Post E-mail Address \_\_\_\_\_  
 Date \_\_\_\_\_  
 Quartermaster Signature \_\_\_\_\_

\* This form is available online for downloading or printing.

# POST REPORT FORMS

Monthly cut-off is completed the last business day of each month. All in-house dues renewal payments are processed. Since new, reinstated and transfer members may take up to 10 days for processing, those not completed will be rolled into the next cut-off period. Payments received after those dates are rolled into the next month.

Posts on electronic deposit will be paid monthly. Those posts not on electronic deposit will be mailed their dues check twice a year, in January and July. If you'd like to sign up for electronic deposit, please fill out the form on page 41.

The Post report is found on the Post Query and is made available to Quartermasters on a quarterly basis. The report consists of the following:

**Cover Page reflects the Post membership statistics as of the report print date and the current Post Quartermaster's name and address for mailing purposes.**

Department: Louisiana POST: 3106 Old Stage Post  
AS OF : 9/30/2010

State	Post	Life	New	Reinstato	Continuous	Total	Prior Year	Percent	Div	City	State	NRLM
19	3106	406	82	110	240	838	727	115.26		LEESVILLE	LA	5

**John J. Veteran**  
1234 Main St.  
Anytown, US 12345

**The Quarterly Maintenance Journal contains changes made to member names and addresses, member status changes and membership transfers in or out of your Post for the reporting period.**

**Note: When life members are activated, the "To:" column will reflect continuous member.**

**Maintenance Journal for 10/1/2010 through 12/31/2010**

DEPARTMENT: Florida POST: 4209 Mc Cullough-Mixon Post

Member #	Member	Date Updated	Change Type	From:	To:	ADDRESS
4844160	Adams, John	5/16/2010	ADDRESS	Deliverable	ADDRESS	ADDRESS
6145608	Allen, Robert H	5/27/2010	ADDRESS	Deliverable	ADDRESS	ADDRESS
5780901	Beltz, David E	5/12/2010	ADDRESS	Not Deliverable	ADDRESS	ADDRESS
6161851	Cambell, Doug S	5/29/2010	TRANSFER	VFW National Headquarters	TRANSFER	TRANSFER
1364203	Cervantes, W D	5/21/2010	ADDRESS	Not Deliverable	ADDRESS	ADDRESS
				Addr1: PO Box 5151		
				City: Orlando Zip: 25413		
6275636	Cole, Adrian	5/22/2010	ADDRESS	Deliverable	ADDRESS	ADDRESS
6087213	Frye, Floyd D	5/22/2010	ADDRESS	Addr1: 809 Somerset Dr Apt A	ADDRESS	ADDRESS
				Addr2: (Blank)		
				City: Ocala Zip: 34782-0111		
9087351	Gonzales, Herman I	5/16/2010	ADDRESS	Not Deliverable	ADDRESS	ADDRESS
4991235	Harley, Patrick J	5/16/2010	TRANSFER	VFW Post 3106 Louisiana	TRANSFER	TRANSFER
9126280	Mumay, William W	5/27/2010	NAME	Bill	NAME	NAME
695580	Orr, Stephen	5/21/2010	ADDRESS	Not Deliverable	ADDRESS	ADDRESS
				Addr: 5285C		
6123511	Reed, Orville	5/21/2010	ADDRESS	Deliverable	ADDRESS	ADDRESS
6184985	Sargent, Lance	5/7/2010	ADDRESS	Addr1: 10025 Starling Ct	ADDRESS	ADDRESS
				Addr2: Apt B		
				Bradenton, FL 31459-3700		
1567327	Stanley, Abe F	5/7/2010	TRANSFER	VFW National Headquarters	TRANSFER	TRANSFER
5972724	Tilston, Arnold	5/19/2010	ADDRESS	Addr1: 214 Cooper Ave	ADDRESS	ADDRESS
6414327	White, Eugene	5/16/2010	ADDRESS	Deliverable	ADDRESS	ADDRESS

Paid Post Report has the membership number, name, membership status and total count of the members recorded as paid during the report period.

**Paid Post Report for 10/1/2010 through 12/31/2010**

DEPT: Florida POST: 4209 Mc Cullough-Mixon Post

YR	IDNO	NAME	MEMBER STATUS	RECEIVED - DT	COUNT	TYPE
2010	5037791	Able, Ronald A	Continuous Member	5/29/2010	1	POST - DUES
2010	2675907	Allison, Leonard F	Continuous Member	5/3/2010	1	POST - DUES
2010	9130243	Amble, Bobby	New Member	5/9/2010	1	POST - DUES
2010	3978765	Anders, Michael	Continuous Member	5/29/2010	1	POST - DUES
2010	3978765	Atkinson, Williams J	Continuous Member	5/29/2010	1	POST - DUES
2010	9037260	Bobble, Neil	New Member	5/29/2010	1	POST - DUES
2010	5141745	Burnett, Randolph	Continuous Member	5/17/2010	1	POST - DUES
2010	6039449	Carlisle, John A	Continuous Member	5/3/2010	1	POST - DUES
2010	4575596	McDonald, Alan	Continuous Member	5/17/2010	1	POST - DUES
2010	5056512	North, Leonard	Continuous Member	5/15/2010	1	POST - DUES
2010	3978908	Orson, Dale	Reinstated	5/3/2010	1	POST - DUES
2010	5037800	Quent, Bill	Continuous Member	5/3/2010	1	POST - DUES
2010	2568548	Steele, Steve C	Continuous Member	5/15/2010	1	POST - DUES
2010	9141860	Sturgeon, Ralph	New Member	5/29/2010	1	POST - DUES
2010	5176438	Tindle, Mark P	Continuous Member	5/29/2010	1	POST - DUES
2010	5767350	Treat, Paul T	Continuous Member	5/15/2010	1	POST - DUES
2010	6130926	Underwood, J T	Continuous Member	5/15/2010	1	POST - DUES
2010	9244534	Vogt, Jeff C	New Member	5/3/2010	1	POST - DUES
2010	3314984	Watson, Burton	Continuous Member	5/17/2010	1	POST - DUES
2010	2250019	Wiseman, Kenneth	Continuous Member	5/15/2010	1	POST - DUES
2010	2977492	Young, Carl	Reinstated	5/3/2010	1	POST - DUES
2010	9181365	Zornes, George	New Member	5/14/2010	1	POST - DUES
				22		

Remittance Post Report contains the membership number, name and per capita remittance amount of membership dues distributed to the Post for the reporting period. A membership payment that has been reversed will reflect as a "Reversal." This will deduct the dues payment previously made to the Post for the member, as well as deduct the member from the Post membership count.

**Remittance Post Report for 10/1/2010 through 12/31/2010**

DEPT: Florida POST: 4209 Mc Cullough-Mixon Post

YR	IDNO	NAME	MEMBER STATUS	RECEIVED - DT	REMITTANCE	COUNT	TYPE
2010	5037791	Able, Ronald A	Continuous Member	5/29/2010	\$8.00	1	POST - DUES
2010	2675907	Allison, Leonard F	Continuous Member	5/3/2010	\$8.00	1	POST - DUES
2010	9130243	Amble, Bobby	New Member	5/9/2010	\$8.00	1	POST - DUES
2010	3978765	Atkinson, Williams J	Continuous Member	5/29/2010	\$8.00	1	POST - DUES
2010	9037260	Bobble, Neil	New Member	5/29/2010	\$1.00	1	POST - DUES
2010	5141745	Burnett, Randolph	Continuous Member	5/29/2010	\$8.00	1	POST - DUES
2010	6039449	Carlisle, John A	Continuous Member	5/17/2010	\$8.00	1	POST - DUES
2010	4575596	Creeves, Robert	Continuous Member	5/3/2010	(\$8.00)	-1	REVERSAL
2010	5056512	McDonald, Alan	Continuous Member	5/17/2010	\$1.00	1	POST - DUES
2010	5056512	North, Leonard	Continuous Member	5/15/2010	\$8.00	1	POST - DUES
2010	3978908	Orson, Dale	Reinstated Member	5/3/2010	\$8.00	1	POST - DUES
2010	5037800	Quent, Bill	Continuous Member	5/3/2010	\$8.00	1	POST - DUES
2010	2568548	Steele, Steve C	Continuous Member	5/15/2010	\$1.00	1	POST - DUES
2010	9141860	Sturgeon, Ralph	New Member	5/29/2010	\$8.00	1	POST - DUES
2010	5176438	Tindle, Mark P	Continuous Member	5/29/2010	\$8.00	1	POST - DUES
2010	6130926	Underwood, J T	Continuous Member	5/15/2010	\$8.00	1	POST - DUES
2010	2250019	Wiseman, Kenneth	Continuous Member	5/15/2010	\$8.00	1	POST - DUES
2010	2977492	Young, Carl	Continuous Member	5/3/2010	\$8.00	1	POST - DUES
				Post Total	\$107.00	16	

**NEW!**

MAKE YOUR ●  
**DUES PAYMENTS TO THE VFW**  
● **SIMPLE, CONVENIENT & SAFE**  
**WITH...AUTOMATIC PAYMENTS**

Members can sign up to have their dues automatically deducted from a checking account or automatically charged to a credit card account.

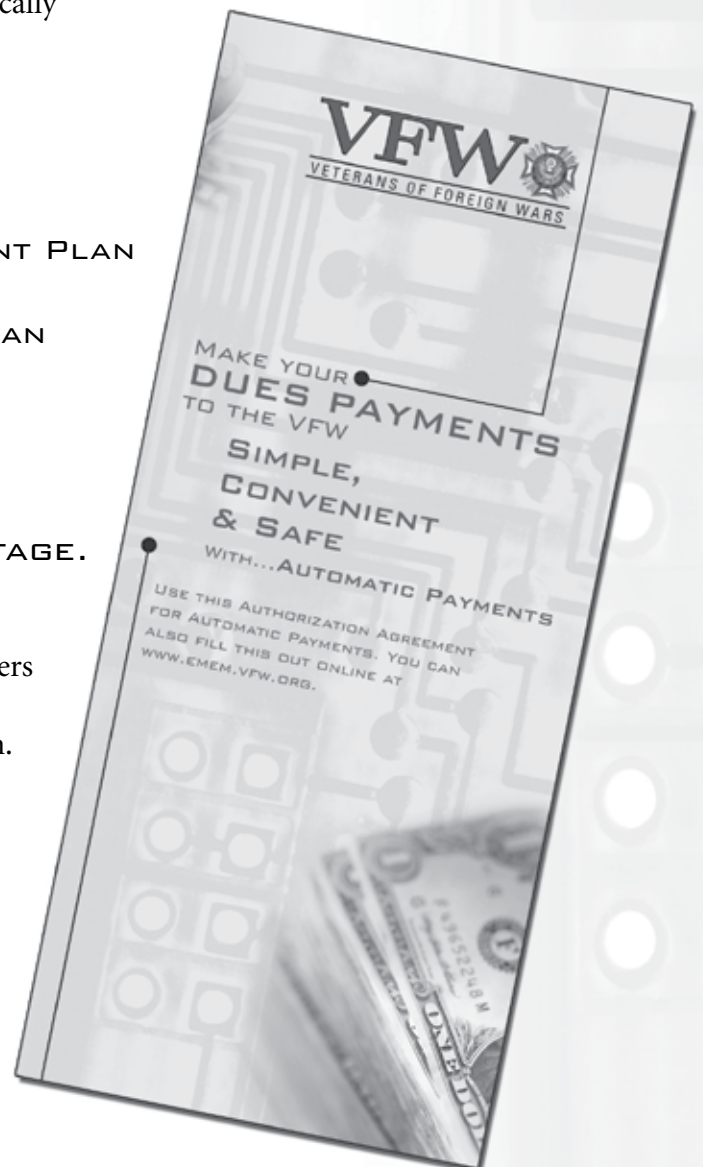
This can be used for:

- **ANNUAL DUES**  
(once a year charge on September 1)
- **LIFE MEMBERSHIP INSTALLMENT PLAN**  
(monthly charges for 12 months)
- **LEGACY LIFE INSTALLMENT PLAN**  
(quarterly charges for 1 year)

**FORGET EVER HAVING TO MAIL  
A FUTURE PAYMENT FOR THESE  
PROGRAMS. SAVE TIME AND POSTAGE.**

Use this "Authorization Agreement for Automatic Payments," available to quartermasters and commanders on the VFW Leadership Reference Guide disk under the "forms" section.

Members may go online to  
[www.vfw.org](http://www.vfw.org)



# ELECTRONIC DEPOSIT (ACH/EFT) FORM

Each Post and Department has the option to receive remittance payments by electronic deposit to their bank. If you would like to sign up for electronic fund transfers, please print and complete the Authorization Agreement for Automatic Deposit Form below. Send the completed form, along with a voided check, to VFW National Headquarters. Allow approximately three

weeks for processing.

For information regarding your current automatic deposit account information or to make changes to the account, please contact the Accounting Department at VFW National Headquarters at **816-756-3390**.

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS AUTOMATIC CLEARING HOUSE/ELECTRONIC FUND TRANSFER

### Attention Quartermasters:

If your Post would like to receive an e-mail message when an ACH deposit has been made, please provide your e-mail address below. Once processed, your Post will be forwarded an e-mail notification providing the date and amount of the direct deposit being made by National Headquarters.

VFW POST NAME \_\_\_\_\_ FEDERAL ID NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

I (we) hereby authorize Veterans of Foreign Wars of the United States, hereinafter called VFW of US, to initiate credit entries and to initiate, if necessary, debit\* entries and adjustments for any credit entries in error to our ( ) Checking or ( ) Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit\* the same to such account.

DEPOSITORY NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

This authority is to remain in full force and effect until VFW of US has received written notification from me (or either of us) of its termination in such time and in such manner as to afford VFW of US and Depository a reasonable opportunity to act on it.

NAME(s) \_\_\_\_\_

DAYTIME PHONE NUMBER \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

**Be advised, it takes approximately 3 weeks to process, therefore, it is important to return this form as soon as possible.**

FOR DIRECT DEPOSIT, PLEASE RETURN THIS COMPLETED FORM TO:

VFW NATIONAL HEADQUARTERS  
ACCOUNTING DEPARTMENT  
406 W. 34TH ST., 11th FL  
KANSAS CITY, MO 64111

**PLEASE ATTACH VOIDED CHECK HERE**

\*Debits will only be initiated to correct an error. Under no circumstances will the debit exceed error amount.

## MORE IMPORTANT INFORMATION

### Online Reports

The weekly and monthly accounting report information is available to Post Quartermasters online and may be accessed through the Post Query page at [www.vfwkc.org/memstats](http://www.vfwkc.org/memstats).

The Post Affiliation report also is available here and is updated daily. This is a current register of active Post members. However, it doesn't list reported deceased members, non-paying transfers from the Post or canceled memberships.

If you prefer to use the online report and not receive printed quarterly Post reports, contact the Member Dues Processing Department at [Lmiles@vfw.org](mailto:Lmiles@vfw.org) or call 1-800-963-3180.



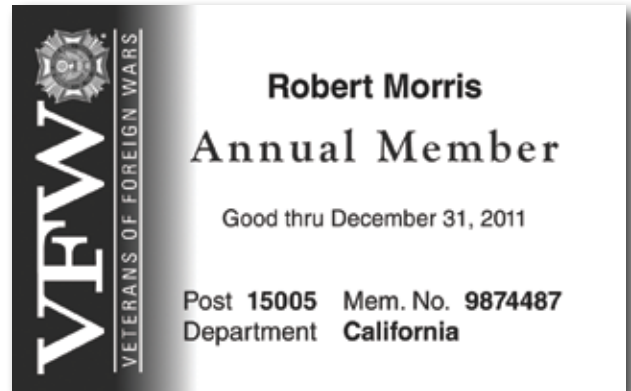
### Annual Membership Cards

After dues payments are fully processed, a membership card is mailed to the member the following business day. If a member's address is listed at VFW National Headquarters as "U," no membership card is created.

If a membership card is returned by the Post Office as undeliverable, the member will be marked as "U" on the roster.

A Post requesting the member's card must submit the request in writing. These will only be processed on the third Friday of each month (when received by the 3rd Thursday for processing).

To replace a lost or damaged current year membership card, you may go online to the VFW Web site at [www.vfw.org](http://www.vfw.org) or call 1-800-963-3180.



### Dues Notices

Dues notices are mailed approximately three times a year.

Departments and Posts that increase dues should coordinate the increase with the dues notice schedule. All increases should coincide with a schedule notice mail date. All dues payments received after an increase will be disbursed to the Department and the Post based on the dues notice returned by the member with their payment.