

DO's & DON'T's for the ADJUTANT - PAYMASTER

Transmittals & Installation Forms

- 1. DO read the bottom of the Transmittal and Installation forms and *PLEASE* follow the directions.**
- 2. DO type or print names, addresses (ZIP+4), telephone numbers so someone else can read them.**

Transmittals

- 1. DO make sure your Detachment number is on the form.**
- 2. DO put the MEMBER number in the card number column for renews, reinstated members. This is from the National roster.**
- 3. DO use the ZIP+4 for all member's addresses. The number can be found on the National roster, Utility bills or just ask the member. This is becoming more in demand for bulk mailings for both the Department and National. PLUS it can save a good chunk of the mailing costs.**
- 4. DO skip lines between entries if you find it crowded putting all of the member information in and use more lines for clarity. NO EXTRA CHARGE for the extra lines.**
- 5. DO send all transmittals through the Department Paymaster. This includes Life members, Change of Address, Deaths, Name corrections.**
- 6. DON'T send membership applications with the transmittals. These are the Detachment's documents.**
- 7. DO keep the "goldenrod" (last sheet) copy of the transmittal. Forward the remaining copies to the Department Paymaster (white, green, pink, yellow). National will return the pink copy to the Detachment Paymaster with renewal dates and membership numbers for the New Members.**
- 8. DO make necessary copies of the Quarterly National Roster for your Detachment Commandant and any other Officers who may require the information.**
- 9. DO send National \$5 for replacement "Life Member" brass cards.**
- 10. DO process dues in a timely manner since that member is depending upon you to get his current membership card.**