



Men's Auxiliary Member Dues Processing



Your Guide to Auxiliary Dues Processing

A major part of your responsibility as Auxiliary Treasurer is to process Auxiliary 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 Auxiliary 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.

It's all designed to make your job as Treasurer a little easier.

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 sent by package delivery or express mail, address to:

Dues Processing Department
VFW National Headquarters
406 W. 34th Street, Suite 300
Kansas City, MO 64111

Name and address corrections should be sent to:

Data Entry
VFW National Headquarters
406 W. 34th Street, Suite 300
Kansas City, MO 64111

Data Entry E-mail Inquiries:
dataentry@vfw.org

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 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:

- Don't use staples or paperclips because they can't be sent through the optical-scanning machine.
- Never fold checks.
- Do not include extra paperwork in the envelope.
- Write the check for the correct amount, not for multiple items. For example, do not include a payment to VFW's Supply Department with a dues renewal.
- Double-check Social Security numbers and names.



PROCESSING ENROLLMENT AND OTHER ISSUES

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

- 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 Monday.
- New, reinstated or transfer members, address changes or exceptions may take up to 10 days to process.
- Additional Member Dues Processing forms can be obtained from this disc or by contacting the Member Dues Processing Department.

Reports and Payments to the Auxiliary

Monthly reconciliation reports are sent by e-mail to the Auxiliary Treasurer. As these reports are only available electronically, it is imperative the Auxiliary Treasurer provide National Headquarters with a valid e-mail address.

ACH payments are made monthly to the account on record. If the Electronic Deposit (ACH/EFT) form has not been completed, no payments to the Auxiliary will be made. The Electronic Deposit Form is on page six.

The treasurer is responsible for remitting the appropriate payment to the Post Quartermaster.

Expediting Dues Payments

For more information on Dues Processing, call toll-free 1-800-963-3180, fax 816-968-1115 or e-mail memberduesprocessing@vfw.org. Data entry questions should be directed to dataentry@vfw.org.

By mail, the address is: *Men's Auxiliary Dues Processing Department, VFW National Headquarters, 406 W. 34th St., Ste. 300, Kansas City, MO 64111*. If writing in regard to other matters, please replace "Men's Auxiliary Dues Processing" in the address line with the department to which you are writing.

State: 26 00010 Membership Listing 2006 Print Date: 5/4/2006 Page 1 of 1

Card #	MS	PY	CY	Name	Address 1	Address 2	City	ST	ZIP	+4
64100	U	U	U	Aole, Ronald A	6604 Valley Rd		Kansas City	MO	64108	3227
66066	C	C	C	Allison, Leonard F	9633 NW Sunrise Ct		Kansas City	MO	66066	5036
64109	C	C	C	Amble, Bobby G	5112 W 158th Terr		Blue Springs	MO	64109	2913
66106	R	U	U	Andes, Michael	6603 Willow		Kansas City	MO	66106	2153
64111	C	C	C	Atkinson, William J	2725 Maddox Rd		Gladstone	MO	64111	4117
64108	C	C	C	Bobble, Neil	3095 Ballinore Dr		Kansas City	MO	64108	9744
66106	C	C	C	Barnett, Randolph	10107 Outlook Dr		Kansas City	MO	66106	3227
66365	C	C	C	Carlisle, John A	7112 Goddard Trc		Kansas City	MO	65365	2913
66205	C	C	C	Creams, Robert	9912 W 101st St		Blue Springs	MO	66205	6744
64014	N	C	C	McDonald, Alan	17891 Cheyenne Dr		Kansas City	MO	64014	1811
64109	U	U	C	North, Leonard	6022 Crescent Dr	Appt B	Kansas City	MO	64109	3227
66066	C	C	C	Orson, Dale	16811 E 53rd Ter Ct		Independence	MO	66066	5036
64108	C	R	C	Quest, Bill	7065 Highland Dr		Blue Springs	MO	64108	2913
65355	R	U	C	Steele, Steve C	603 Appleton		Kansas City	MO	65355	2153
66205	C	C	C	Staugen, Ralph	602 SW Parkwood Dr		Kansas City	MO	66205	4117
64014	C	C	C	Tindle, Mark P	664 Sagamore		Kansas City	MO	64014	9744
64108	C	C	C	Trout, Paul T	12382 W 69th Ter		Blue Springs	MO	64108	2913
64109	C	C	U	Underwood, J T	505 Virginia Ave		Blue Springs	MO	64109	5036
64108	C	C	C	Yogt, Jeff C	1225 SW 24th St		Kansas City	MO	64108	3227
64112	N	C	C	Watson, Burton	106 W Louisa		Kansas City	MO	64112	1841
64109	U	U	U	Wiseman, Kenneth	988 Countryside Dr		Independence	MO	64109	9744
66066	C	C	C	Young, Carl	508 N Pleasant	Unit 504	Blue Springs	MO	66066	2913
64108	C	C	C	Zornes, George	5142 Silver Ct		Kansas City	MO	64108	2153

Annual Members: 6 MS = Mail Status PY = Prior Yr Status CY = Current Yr Status
Life Members: 15 U = Undeliverable N = New member R = Reinstated member
Total Members: 23 U = Unpaid member U = Unpaid member
Undeliverables: 3 C = Current paid member C = Current paid member

This is an example of an Auxiliary Membership Listing found in your Treasurer's Kit.

Summary of Auxiliary Membership Listing

This important list displays the names and current mailing addresses for members of your Auxiliary. The membership status for the current dues year as well as the prior dues year also is provided for each member.

Please note:

- When a member pays in advance for the upcoming year, it is illustrated by a "C" (continuous paid member) under the "CY" (current year) column.
- Keep in mind that the Auxiliary Membership Listing has only those mailing addresses currently in use. If a member's "MS" (mail status) is marked with a "U," it has been deemed undeliverable by the U.S. Postal Service.
- As Auxiliary Treasurer, it is your responsibility to provide a correct mailing address on the Member Change Request form (see page 5) and return it to VFW National Headquarters. Remember, an undeliverable mark means the member does not receive a dues notice.
- Change of a member's address to the Treasurer or Auxiliary address is not an acceptable practice.

MEMBER DUES PROCESSING DEFINITIONS

Continuous: A member who was in good standing the previous year.

New Member: A member who has never belonged to the Auxiliary.

Reinstated: A member who once belonged to the Auxiliary, but was not in good standing the previous year.

Continuous Transfer: A member who was in good standing at another Auxiliary the previous year, but pays dues to a transferee Auxiliary for the present dues year.

CODES

MS = Mail Status
U = Undeliverable

PY = Prior Year

CY = Current Year

N = New Member
R = Reinstated Member
U = Unpaid Member
C = Current Paid Member

MEN'S AUXILIARY MEMBERSHIP APPLICATION

New Reinstated Transfer Aux. No. _____

I hereby apply for:
Annual membership in Auxiliary No. _____ located in _____ (City) _____ (State)

Name _____ (Last) _____ (First) _____ (Middle) Date of Birth: ____/____/____ (MM/DD/YY)

Address _____ (Number and Street) _____ (City) _____ (State) ZIP _____ (Zone)

Relationship _____ to _____ (Name) _____ (Member of VFW Post No. _____)

Cash I am a current/former member of Auxiliary No. _____ City _____ State _____ /Membership No. _____

Approach agency _____ Date Signed _____

TEMPORARY RECEIPT (Vertical stamp on the left side of the form)

THIS IS A PERMANENT RECORD - PLEASE PRINT IN INK (Vertical text on the right side of the form)

Membership Application Form

- Complete the form by providing full and accurate information. Retain the membership application for your Auxiliary records.
- Issue temporary receipt to new member.

MAUX-P2 Form

This form is used to transmit to National Headquarters membership dues which have been paid directly to the Auxiliary.

Here's what you do:

- Complete Section I and give it to the member as a temporary membership receipt.
- Complete Section II and retain for your Auxiliary records.
- Submit Section III and an MCR form, if necessary (see page 5) to report name and address changes or notification of a member's death.
- Forward Section IV to National Headquarters along with the dues payment.
- Dues payments forwarded by the Auxiliary should only be for the Department's share of dues. The Auxiliary should retain its portion of the dues payment.
- Once a dues payment is processed at National Headquarters, a permanent membership card is mailed direct to the member.

MEMBERSHIP RECEIPT

Men's Auxiliary to the VFW MEMBERSHIP RECEIPT

POST NO. _____

Issued to _____

POST RECORD CARD

Keep this Record Card for your own records.

NAME _____ POST _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DATE PAID _____ AMOUNT _____

MEN'S AUXILIARY POST NO. _____ DATE _____ AMOUNT PAID _____

MEMBER'S NAME _____ MEMBER'S BIRTH DATE _____ (MM/DD/YY)

NAME _____ LAST _____ FIRST _____ MIDDLE _____

STREET _____

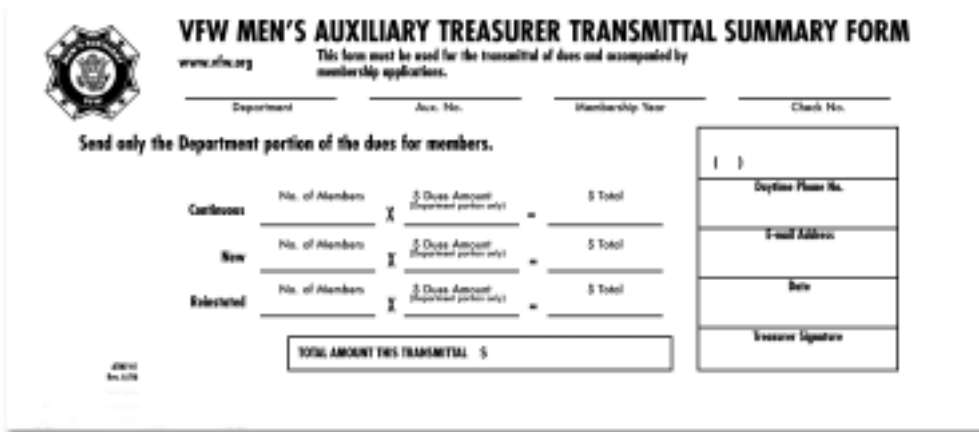
CITY _____ STATE _____ ZIP _____

MEN'S AUXILIARY to the VFW NATIONAL HEADQUARTERS

NEW (Member belongs to the same Auxiliary)
 CONTINUOUS
 REINSTATE

CONTINUOUS TRANSFER (Former member of _____ Post No. _____)

MAUX - P2



VFW MEN'S AUXILIARY TREASURER TRANSMITTAL SUMMARY FORM
 www.vfw.org This form must be used for the transmittal of dues and accompanied by membership applications.

Department _____ Aux. No. _____ Membership Year _____ Check No. _____

Send only the Department portion of the dues for members.

Continuing	No. of Members	X	\$ Dues Amount (Department portion only)	=	\$ Total
New	No. of Members	X	\$ Dues Amount (Department portion only)	=	\$ Total
Reinstated	No. of Members	X	\$ Dues Amount (Department portion only)	=	\$ Total
TOTAL AMOUNT THIS TRANSMITTAL					\$ _____

Daytime Phone No. _____
 E-mail Address _____
 Date _____
 Treasurer Signature _____

Auxiliary Treasurer Transmittal (ATMT-01) Summary Form

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

Here's what you need to do:

- Record the number of continuous, new or reinstated members and multiply by the Department dues amount for the total.
- Auxiliaries should forward to VFW National Headquarters. Be sure to include all renewal forms and/or National copies of all membership application forms and payments.

Dues Notices

Each Department schedules three dues notice mailings. These mailings will take place in July, October and January.

Departments and Auxiliaries 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 Auxiliary based on the dues notice returned by the member with their payment.

Membership Cards

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

If a membership card is returned by the Post Office as undeliverable, it will be forwarded to the Auxiliary Treasurer for distribution and the member will be marked as "U" on the roster.

To replace a lost or damaged current year membership card, call 1-800-963-3180.



Men's Auxiliary Member Change Request Form

Name/Address Change Post Transfer (old Post No. _____ New Post No. _____ Location _____) Report Death (Name of member _____)

Placement Card

Member No. _____
 Member Name _____
 Old Address (STREET/CITY/STATE) _____
 New Address (STREET/CITY/STATE) _____

I certify that information submitted for the named member is correct to the best of my knowledge.

Treasurer (Please Sign) _____ Phone No. | _____

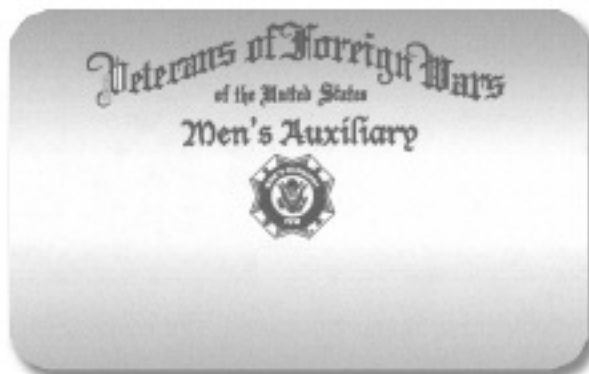
FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM. M003 - MCR 05/06

Member Change Request (MCR) Form

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

- Report name and address changes.
- Report a member's death.
- Report a member's transfer into your Auxiliary.

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



ELECTRONIC DEPOSIT (ACH/EFT) FORM

Each Auxiliary and Department will receive remittance payments by electronic deposit to their bank. To sign up for electronic fund transfers, please photo-copy 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 Treasurers:

If your Auxiliary 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 Auxiliary will be forwarded an e-mail notification providing the date and amount of the direct deposit being made by National Headquarters.

VFW AUXILIARY/NAME _____ SS No./FEDERAL ID _____

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.



eMEMBERSHIP

eMembership is a quick and easy way for you, as the Men's Auxiliary Treasurer, to handle all reporting of membership dues to National Headquarters as well as maintain information on members of your Auxiliary. We encourage you to log on and start using this function today. Listed below are instructions on how to take advantage of this new program.

Men's Auxiliary Treasurer

- Log on to VFW's website at www.vfw.org.
- Click on Quartermaster Tools (operative for Men's Auxiliary Treasurer).
- Set up your Treasurer account by entering your email address and password.

Here is a list of processes you may now do online. Please note these transactions are the quickest way to keep your membership up to date.

1. Report membership dues to National Headquarters.
2. Maintain current mailing addresses for your membership.
3. Request replacement membership cards for your members.
4. Transfer members into your Men's Auxiliary.
5. Report members as deceased.

By using this tool your information is updated within one business day. This not only saves time but money, no more postage. As Treasurer you will have access to "Manage Your Account" where you can see every transaction that you have submitted through eMembership.

You should also encourage your members to log on and start maintaining their personal membership account.

Members can go to the VFW website: www.vfw.org.

Click on Membership and eMembership Tools.

Create a new account by completing the information requested.

The member may now maintain their mailing addresses, as well as pay their membership dues.

Of course if you have any questions or concerns, National Headquarters Dues Processing Department is only a phone call away at 1-800-963-3180.

Online Tools

Go to <http://auxpost.vfw.org> for assistance with your Treasurer duties. You'll be able to access daily updated information on your Men's Auxiliary membership. Below are examples of what you'll see when you visit the site.



The screenshot shows the 'Men's Auxiliary Query' login page. At the top, the title 'Men's Auxiliary Query' is centered. Below the title, there is a section titled 'Help for the first time user!' with two paragraphs of instructions. The first paragraph states that first-time users must press the 'First Time User' button. The second paragraph states that non-first-time users must enter their card number and password and press the 'Submit' button. Below the instructions, there is a section titled 'Auxiliary Login:' with two input fields: 'Card Number:' and 'Password:'. To the right of the 'Card Number' field is a link labeled 'First Time User'. Below the input fields is a 'Submit' button.

First time login screen



The screenshot shows the 'Men's Auxiliary' query screen. At the top, the title 'Men's Auxiliary' is centered. Below the title, there is a section titled 'Auxiliary Report for Active Members:'. Below this section, there are two columns of radio button options. The left column has 'View Results' and 'Download Results'. The right column has 'Current Year' and 'Prior Year'. Below these options is a 'Submit' button. At the bottom of the screen, there is a row of radio button options: 'All', 'Unpaid', 'Continuous', 'New Member', 'Inactive', 'Continuous-2Yr', 'Non-Pay-3Yr', and 'Deceased'. Below this row is a link labeled 'ChangePassword'.

Query screen