

To: Post Adjutants
From: Department Adjutant

Subject: Direct Renewal Notices for _____

Each year, as more and more Posts become acquainted with Direct Billing, there has been enthusiastic support for the program. Direct Billing does not do the entire job, however, it will generate a 50-75% return early in the membership year. You must figure that mop-up operations will still be needed to bring in the stragglers.

The program costs the post absolutely nothing. National Headquarters pays the postage on both the 1st and 2nd notices.

Those Posts desiring to participate in the Direct Billing Program for the coming year should complete the below form and return it along with the Billing Change Form **NO LATER THAT APRIL 1ST**

The Billing change form is designed to report those members the Post does **NOT** wish to be billed, such as Life Members or other members for which the Post pays dues. If such members have been previously reported, **DO NOT** include them on this form. Please ensure the correct Post mailing address is given in the space provided. **DO NOT USE THE ADDRESS OF AN INDIVIDUAL POST OFFICER.**

The annual per capita dues to be sent to Department is **\$26.50**, therefore, Posts must notify the Department Adjutant if there are any dues changes anticipated for the Post during the coming membership year.

FAILURE OF A POST TO NOTIFY THE DEPARTMENT OF A CHANGE IN DUES OR ADDRESS WILL RESULT IN THE COMING YEAR DUES NOTICES REFLECTING THE SAME INFORMATION AS LAST YEAR.

TO: **THE AMERICAN LEGION
DEPARTMENT OF NEW HAMPSHIRE**
21 South Fruit St Suite 266
Concord NH 03301

Post address: _____

American Legion Post # _____ Notices Desired: _____

1st NOTICE July 1st 2nd NOTICE Oct. 1st

Post Phone Number : _____ Dues are: \$ _____

MAIL BY APRIL 1ST

THE AMERICAN LEGION - Department of New Hampshire
21 South Fruit St Suite 266 Concord NH 03301 603-856-8951 Fax 603-856-8943