

The American Legion
Member Data Form
INSTRUCTIONS

The Member Data Form (MDF) should be used to report:

- ✓ Name/Address Changes
- ✓ Date of Birth
- ✓ Continuous Years Changes
- ✓ Deceased Members
- ✓ Post Transfers

Always clearly print the information in black or blue ink when completing the form. The Member ID number, Post number and the name of the Department are required for an MDF to be processed by National Headquarters.

The following pertains to Post transfers only:

The transfer of membership from one Post to another is a privilege granted to any paid-up Legionnaire with the approval of the Post to which the member is requesting transfer.

TRANSFER GUIDELINES:

- 1) No transfer shall be made unless the member requesting transfer has a membership card showing the member is in good standing at the time the transfer is requested. Members whose dues for the current calendar year are not paid by February 1 of that year are suspended and are not in good standing, deeming them ineligible for transfer.
- 2) No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one Post to another. The accepting Post may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former Post.
- 3) A Legionnaire requesting transfer of membership must first secure approval from the Post TO WHICH transfer is requested. This may be approved verbally or in writing. The Adjutant of the new Post will complete and route the parts of the MDF as instructed.
- 4) National Headquarters will carry through by transferring the member's record to the new Post, provided the member's current record is on file and provided the transfer information on the MDF is complete.
- 5) Paid Life Members in the Departments of Kansas and Nebraska should check with their Department Headquarters prior to requesting transfer.

Route the parts of the Member Data Form as follows:

Parts 1-2-3: Send to Department Headquarters. The Department will forward Part 1 to National retain Part 2 and mail Part 3 to the member's former Post.

Part 4: Post retains for its files.

NOTE: *The signature of the Post Adjutant is required in reporting an Honorary Life Membership, a deceased member, a Post transfer or a continuous years change.*