



The American Legion – Department of California
1601 7th Street, Sanger, CA 93657
(P) 559-875-8387 (F) 559-272-5157
Bakersfield, CA Post 26

Nick Rosa
Department Commander
Sam Flores
Department Adjutant
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Department Finance Chair

Department Level Financial – Update (Notice)

Memo: ACH Authorization Transfer
Motion Passed: Fall DEC – Bakersfield, CA

Allowing the Post to opt-in for the Department to electronic transfer Online Membership Renewals funds directly to the Post account. This will allow the post to receive funds fast and regardless of the amount funds will be transferred over each month depending on when the department process the check received from National and credits each post account in the QuickBooks accounting system to record each entry properly. This will require a couple of items in order to qualify for this program.

Requirements:

- ACH Credit Authorization form will need to be filled out
- Include a cancelled check
- Email address to receive notifications from the bank; and the electronic monthly membership statement
- Forms will need to be kept at department for two years and / or
- opt out option, if you choose not to participate in the electronic transfer, you will receive funds, but your post account will have to be over \$100 to receive a check.
- A statement will need to be requested, or you can go to mylegion.org if you have access from your post to pull the membership online renewal report for that month.
- If you have an email address you would like to provide the department to send the membership statement you may send it to: crystal@calegion.org

Please see the attached, ACH Credit Authorization form for The American Legion Department of California to direct deposit funds into your post account. This agreement is for deposit only, the department cannot pull funds from your account, it is only for accounts receivable. If at any point of time your post would like to be removed, please send the department an email stating you would like to opt out of the direct deposit.

This is only for the Membership Online Renewals sent by National to Department, the deposit takes one day to transfer into your account and the day before you will receive a statement breakdown and the monthly statement report of the list of members the amount is for.

At any time if you have any questions or concerns, please contact me by email or phone (559) 875-8387.

(Note: records of the authorization form will remain in the care of the Finance Department locked up at the State Headquarters office, records will need to be kept for two years and after the two year mark the Finance Department will shred the document, the bank stated the records needed to be kept in case of an audit we can show authorization was granted and the department.)

Respectfully,

Gene Hamill

Finance Chair (CFO)

The American Legion Department of CA



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 Department of California
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AUTHORIZATION FOR DIRECT DEPOSIT (ACH Credit)

I/we hereby authorize The American Legion – Department of California, to electronically credit my/our account (and if necessary, to electronically correct erroneous credits) at the financial institution named below. I/we agree that ACH transactions I/we authorize comply with all applicable law.

Bank Name: _____

Routing Number: _____ Account Number: _____

Type of Account:

- Business Checking
 Business Savings
 Personal Checking
 Personal Savings
 Loan
 General Ledger

Name(s) on Account: _____

I/we understand that this authorization will remain in full force and effect until I/we notify The American Legion – Department of California in writing or by phone at the location address on file at least 30 days prior to the proposed effective date of the termination of authorization.

Signature _____ Date _____

Please attach a VOIDED CHECK to this authorization if a checking account will be credited.

