

VFW EDUCATION & TRAINING SERIES

Quartermaster Guide to Dues Processing

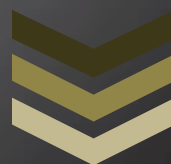


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Online Membership System (OMS)

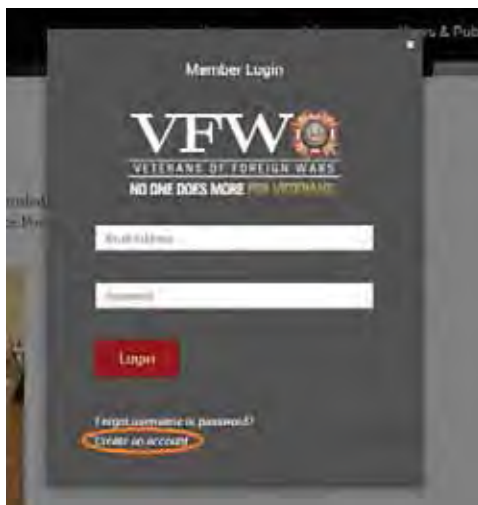
OMS is a quick and easy way for you, as the Post Quartermaster, to handle all reporting of membership dues to National Headquarters as well as maintain information on members of your post. We encourage for you to log in and start using this function today. Listed below are instructions on how to take advantage of this program.

How to create an account

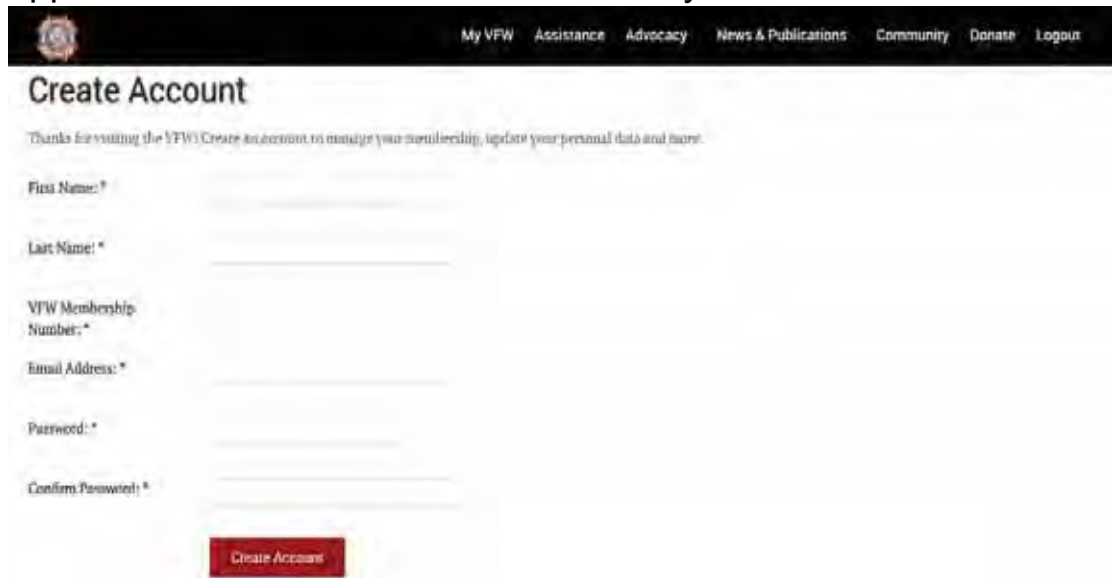
1. Go to our website www.vfw.org and click Log In.



2. Once you click Log In the box below will appear. Scroll down and click on Create an account.



3. Once you have clicked Create an Account the box below will appear. Follow the Instructions to create your account.

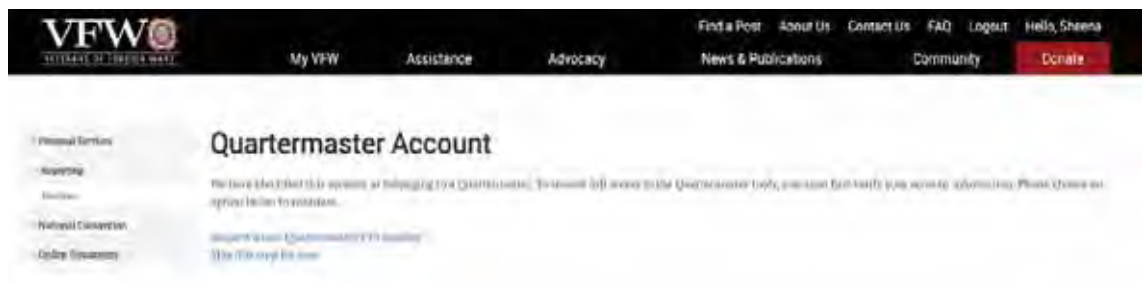


The screenshot shows the VFW website's 'Create Account' page. At the top, there is a navigation bar with links for 'My VFW', 'Assistance', 'Advocacy', 'News & Publications', 'Community', 'Donate', and 'Logout'. Below the navigation bar, the page title is 'Create Account'. A message reads: 'Thanks for visiting the VFW! Create an account to manage your membership, update your personal data and more.' The form contains several input fields: 'First Name: *', 'Last Name: *', 'VFW Membership Number: *', 'Email Address: *', 'Password: *', and 'Confirm Password: *'. A red 'Create Account' button is positioned at the bottom of the form.

4. After you click on Create Account you will receive an email stating *Thank you for creating an account with the VFW Online Membership System. To activate your account, please visit the following link:*

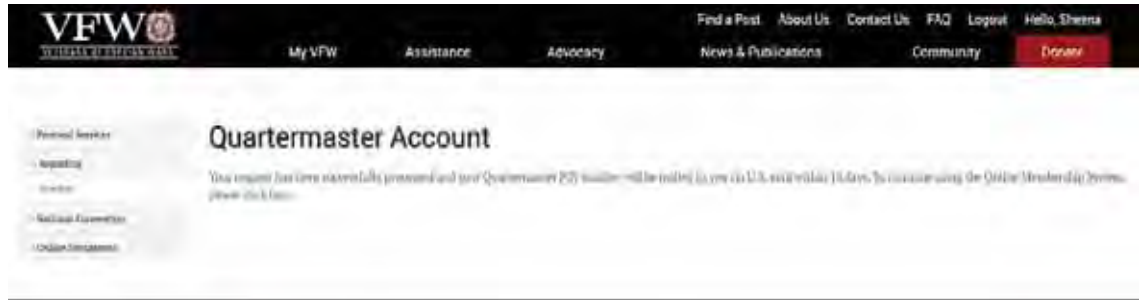
<https://www.vfw.org/OMS/VerifyAccount.aspx?email=tearnshaw@vfw.org&pin=3633614545>

5. Once your account has been verified newly appointed Quarter Masters will receive the below message asking them to *Request a new Quartermaster PIN number.*

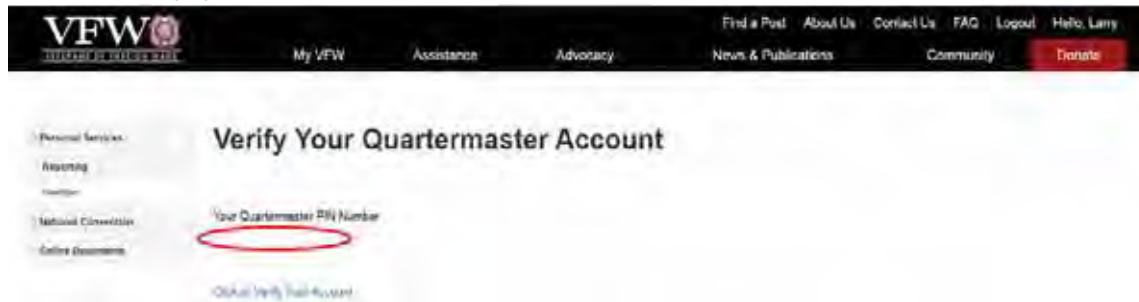


The screenshot shows the VFW website's 'Quartermaster Account' page. At the top, there is a navigation bar with links for 'Find a Post', 'About Us', 'Contact Us', 'FAQ', 'Logout', 'Hello, Sheena', 'My VFW', 'Assistance', 'Advocacy', 'News & Publications', 'Community', and 'Donate'. Below the navigation bar, the page title is 'Quartermaster Account'. A message reads: 'We have detected this account is belonging to a Quartermaster. You must log in to the Quartermaster only, please log in with your account information. Please check an email for more information.' Below the message, there are two links: 'Request a new Quartermaster PIN number' and 'The 100 step for new'.

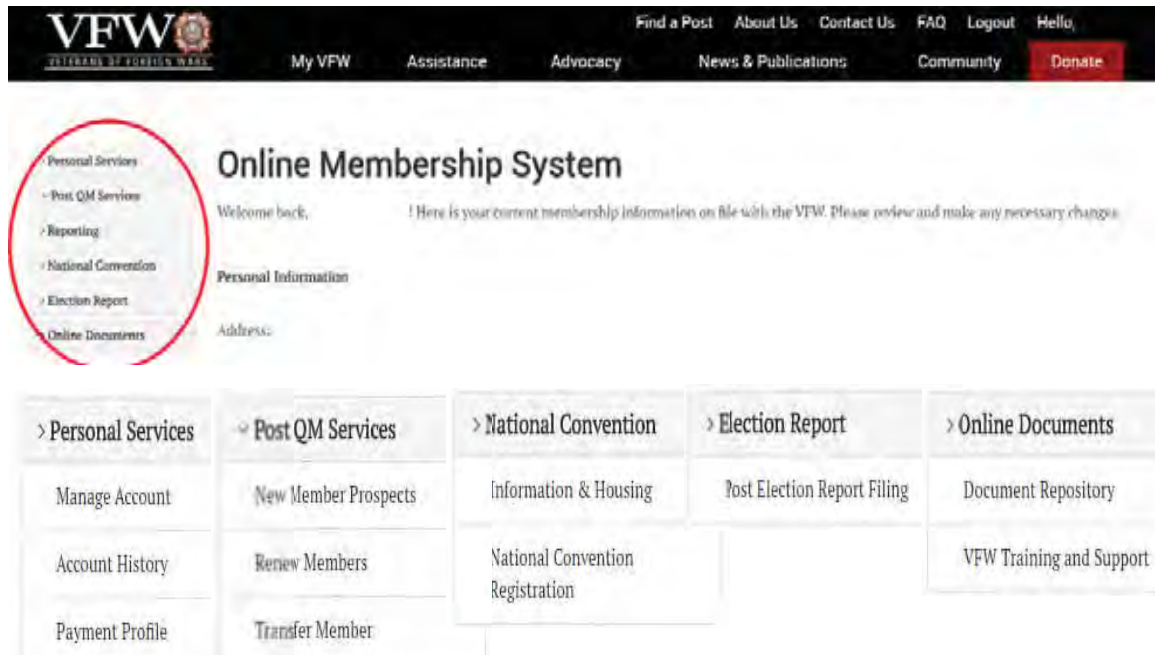
6. After you have requested your new Quartermaster PIN number, you will receive a message stating that your request has been successfully processed and your new PIN number will be mailed to you within 10 business days.



- The last step in setting up your Quarter Master OMS account will be to verify your Quartermaster PIN number.



- After you have verified your PIN number, OMS will refresh and provide you with your Quartermaster Tools. Note: PIN number is only used once.



Online Reports

MMJ Online – the Monthly Maintenance Journal is archived and contains the last 12 months of reports. This report provides the Quartermaster with 3 pieces of information:

1) all maintenance done on your members during the specified time, 2) the count of annual members processed during this time, 3) the remittance amount due to the Post per member and total.

Life Member Payout – the Life Member Payout report is archived and contains payout information for several years. This reports details the post payout by plan type, membership number and name, payment amount per member and total.

Legacy Life Member Payout - the Legacy Life Member Payout report is archived and contains payout information for several years. This reports details the post payout by Legacy level, membership number and name, payment amount per member and total.

MemStats (Membership Statistics)– the MemStats report represents the numeric count of all payments processed and credited to your Post, District or Department for the current dues year.

Post Query - this is a current register of active Post members. It does not list reported deceased members, non-pay transfers from your Post or cancelled memberships. Any of these member status' could have paid dues and been credited to your Post for the current dues year prior to their inactivation.

Post Accounting Report – provides detailed information on remittance payments made to the Post for annual dues

Annual Membership Dues

Annual Membership Application

The VFW membership application is an important tool for any quartermaster. This form is used to transmit new or former members, life membership and installment life membership requests or to transmit a paying or non-paying transfer.

A Quartermaster can renew an annual member by using OMS as follows:

1. Click on Post QM Services, then Renew Members. You can renew an individual member or Multiple by selecting on the appropriate line. *Note: For Multiple Members select the current year and then select the members that you would like to renew.*

Renew Annual Members

Single Renewal: \$45.00
To renew dues for a single annual member for the full post dues amount using the member's credit card, click here.

Multiple Renewals: \$31.50 (each)
To renew dues for one or more annual members using the post credit card or payment profile, choose the years in which to display unpaid numbers below.

Display unpaid members for the following years:
2013 2014 2015 2016 2017

Get Unpaid Members

2. If unable to complete the Annual dues using OMS you may fill out the VFW Membership application and follow the below steps.
 - a. Membership applications are available at https://www.vfw.org/-/media/vfwsite/files/my_vfw/training-and-support/membership/membership-application.pdf?la=en (My VFW > VFW Training and Support > Membership Recruiting and Retention > Application and Forms) or from your department headquarters and the VFW National's membership department.
 - b. This form must be signed by the quartermaster. If it is not signed, it will be returned to the post.

- c. For our members' convenience, acceptable methods of payment are checks, money orders, American Express, Discover, MasterCard and Visa credit cards.
- d. Complete the form by providing full and accurate member details. Incomplete forms will be returned for further information.
- e. Indicate whether the member is new, a former member or is a transferring member.
- f. Provide the recruiter's name and membership card number, if applicable.
- g. Check the Membership Type which indicates if the member is being transmitted as an annual member, life member or enrolling in the life membership installment plan.
- h. Under the Membership Type, a member can opt to enroll in AutoPay for annual dues or for the life membership installment plan.
- i. If member dues are being paid by credit card, please complete the area provided for credit card authorization. The credit card holder's signature is required.
- j. The top copy of the membership application is for National Headquarters use and should accompany the Post Quartermaster Transmittal Summary Form (PQMT-01).
- k. A temporary receipt (which is found on the post's copy) is given to the member.
- l. Retain second copy of the membership application form for your post records.
- m. Membership application forms forwarded with a post check should only include the national and department dues amount. The post should retain its portion of the dues payment.
- n. Do not forward new member admission fee to National Headquarters. The post quartermaster should transmit the admission fee to their department headquarters. If the fee is received at National Headquarters, it will be considered a payment overage.

Life Membership

Anyone eligible for VFW membership also has the option of becoming a life member. By opting for life membership, individuals can save a significant amount compared to renewing annually.

The Life member fee is determined using the applicant's attained age as of Dec. 31 of the calendar year in which the application is submitted.

ATTAINED AGE BY DEC 31	LIFE MEMBER FEES
Through Age 30	\$425.00
31-40	\$410.00
41-50	\$375.00
51-60	\$335.00
61-70	\$290.00
71-80	\$225.00
81+	\$170.00

A Quartermaster can Convert a Member to Life by using OMS as follows:

1. Click on Post QM Services, then Convert to Life and enter the members name or card number.

The screenshot shows the VFW website's navigation bar with links for 'Find a Post', 'About Us', 'Contact Us', 'FAQ', 'Logout', and 'Hello, Loyd'. Below the navigation bar, there are links for 'My VFW', 'Assistance', 'Advocacy', 'News & Publications', 'Community', and 'Donate'. The main content area is titled 'Convert Member to Life' and contains a form with two input fields: 'ENTER A MEMBER NAME:' and 'OR ENTER A CARD NUMBER:'. A red 'Search for Member' button is located below the input fields. On the left side of the page, there is a sidebar menu with various links, including 'Personal Services', 'Post QM Services', 'New Member Programs', 'Request Assistance', 'Transfer Member', 'Transfer to Member', 'Request Duplicate Card', 'Transfer Contact Info', 'Understand Membership', 'Convert to Life', 'Convert to Life', and 'New Member Form'. The 'Convert to Life' link in the sidebar is circled in red.

2. If unable to convert using OMS you may fill out the VFW Membership application and follow the below Life Member Application steps.

Life Membership Application

1. Complete the VFW Membership application.
2. Forward the top copy of the membership Application, along with the full fee, to VFW National Headquarters.
3. The full fee is required for processing. DO NOT deduct any annual dues paid.
4. Retain the bottom copy of the completed membership application for your post records.

Life Membership Installment Plan

The life membership installment plan allows a new member, or current annual member to obtain a life membership by paying in installments. The intent of this program is not to take the place of any existing payment programs offered by posts, but is another option in obtaining a life membership.

A prospective member or a current annual member can join this plan, at any time of the year, by making an initial payment of \$45.00. ***This \$45.00 keeps the member in good standing during the installment period and is not applied towards the total amount due.*** After the initial payment, the member will have 11 monthly payments remaining.

The member may choose to receive a monthly invoice by mail or they may sign up for AutoPay. If the member elects the AutoPay option, they will not receive a monthly invoice by mail. Instead the payments will be automatically debited or charged to the debit/credit card or bank account they provided until all payments have been made.

While enrolled in the life membership installment plan, the member will receive an annual membership card, indicating membership in good standing. A permanent life membership card will be issued upon completion of the payment plan.

Life Membership Fee Schedule

Attained Age by Dec 31 st	One Time Payment Life Member Fee	Life Installment Payment Plan
		\$45 Initial Payment Plus 11 Monthly Payments
Through Age 30	\$425.00	\$38.64
31 - 40	\$410.00	\$37.27
41 - 50	\$375.00	\$34.09
51 - 60	\$335.00	\$30.45
61 - 70	\$290.00	\$26.36
71 - 80	\$225.00	\$20.45
81 +	\$170.00	\$15.45

Installment Life Membership Application

1. The member should complete the VFW membership application indicating life membership installment plan.
2. If the member chooses to have payments automatically deducted from an account, they should check the appropriate box on the membership application.
3. Forward the application (top copy) and the \$45 payment (check or credit card), to the life membership department at VFW National Headquarters.
4. If paying with credit card, be sure to identify the card (M/C, Visa, Discover, or AMEX), the card number, expiration date and the amount of the payment. The form must be signed by the applicant in order to authorize any credit card payment.
5. Upon processing of the installment life membership application, a Welcome Letter will be sent to the member.
6. Invoices will be mailed monthly from National Headquarters directly to those members not enrolled in AutoPay.

Note: Quartermasters cannot process an Installment Membership Application using OMS. However, they can advise the member to create an OMS account and the member can utilize the Installment plan under their Login.

Example - Membership Application

VFW MEMBERSHIP APPLICATION

NAME _____ EMAIL _____
First Middle Initial Last

ADDRESS _____
Street City State Zip

DATES OF SERVICE _____ to _____ DATE OF BIRTH _____ PHONE _____
MM/YY MM/YY MM/DD/YYYY

MILITARY SERVICE ACTIVE DUTY VETERAN NAT. GUARD/RESERVE BRANCH OF SERVICE ARMY NAVY AIR FORCE MARINES COAST GUARD

QUALIFYING FOREIGN SERVICE:
 WWI VIETNAM SERVICE AFGHANISTAN (2001 - present) HOSTILE FIRE/IMMINENT DANGER (H)
 OCCUPATIONAL SERVICE DESERT SHIELD/STORM IRAQ (2003 -2011)
 FOREIGN SERVICE (NBS-1954) BOSNIA/OSOVO SOON DETERMINED PATROL/INSURANCE Location: _____
 ADREX DUTY (1985 - present) (LOCAL USE ON "HONORARY SERVICE") (LMS) EXPEDITIONARY OPERATIONS Date: _____

Payment Authorization - You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following:

ANNUAL MEMBER
 I authorize the VFW to automatically charge my account \$ _____ on a yearly basis to pay my Annual membership dues.
 I authorize the VFW to charge my account a one-time payment of \$ _____

LIFE MEMBER
 I authorize the VFW to charge my account a one-time payment of \$ _____

LIFE MEMBER INSTALLMENT PLAN
 I authorize the VFW to automatically charge my account \$ _____ to be paid in 11 monthly installment payments after my initial payment of \$45.00.
 I authorize the VFW to charge the \$45.00 initial payment and I understand that I will be billed for the remaining 11 monthly installment payments.

Credit Card # _____
(MasterCard, Visa, Discover or Amex only)

EXP. DATE _____ AMOUNT \$ _____ Signature _____

NEW Post # _____ | FORMER MEMBER # _____

TRANSFER from Post # _____ State _____ to Post # _____

RECRUITER _____ ID# _____
(Please print)

QUARTERMASTER _____
(Signature)

AGE as of DECEMBER 31*	One-Time Payment	\$45 + 11 Monthly Payments**
18-30 Years Old	\$425.00	\$38.64
31-40 Years Old	\$410.00	\$37.27
41-50 Years Old	\$375.00	\$34.09
51-60 Years Old	\$325.00	\$30.45
61-70 Years Old	\$290.00	\$26.36
71-80 Years Old	\$225.00	\$20.45
81 Years & Over	\$170.00	\$15.45

Automatic Payment Plan Terms and Conditions: The applicant, the VFW or certain electronic debit entities or direct a charge by any other commercially assigned creditor to your account are held liable for the payment of dues reflected on this application. You understand such charges may be made within 3-3 business days of payment due date. For installment payments, charges will be made on or around the 1st or the 15th day of the month. This authorization will remain in full force until VFW has received notification from you of its termination or upon completion of the installment payments. Annual dues are subject to change. By completing this authorization, you acknowledge that you will only receive a refund when the payment would date by more than 60 days from the most recent payment. Call VFW Customer Service at 1-800-963-3180 or write to VFW at VFW 752, Box 11002B, Kansas City, MO 64171 to inquire about or cancel a payment, or to report problems such as bank closures, lost or stolen account numbers, closed accounts or unauthorized transactions. Cancellation requests must be received no later than 11:59 p.m. Central Time ten business days prior to the scheduled payment date. If you are aware of a change date for your account, please contact VFW. If a payment is returned by your financial institution (e.g., due to insufficient funds, incorrect account information, closed account, etc.) the VFW will contact you at the address we have on file for you, explaining why the payment could not be processed, and providing alternate payment options. The privilege of making payments under this agreement may be rescinded by VFW if any dues is not paid upon presentation. You may have additional rights and responsibilities under the Electronic Funds Transfer Act.

Life Membership Installment Plan Terms and Conditions: The VFW Life Membership installment plan allows any VFW member applicant to purchase a Life Membership by making an initial payment of \$45.00 and (11) monthly payments. The member will be issued an Annual membership card at the time of enrollment. The member may elect to receive a monthly statement by mail or may opt to a payment profile to make the monthly payment automatically using a credit/debit card or bank account. A payoff amount will be printed on each monthly invoice, allowing the member the option to pay in full. A permanent Life Membership card will be issued upon the completion of payments. The Life Membership fee is determined from the schedule using the applicant's age on December 31st of the year in which the application is submitted.

Delinquencies will be handled as follows: Up to 30 days - delinquency can be corrected through make-up payment(s) or plan and dues paid forward. More than 30 days - member is dropped from the installment plan, all monthly payments made to date, are applied to future years annual dues.

VFW PLEDGE I do, of my own free will and accord, solemnly promise and declare that:
 I will bear true allegiance - to the Constitution of the United States of America - and I will always be loyal thereto; I do further solemnly promise and declare - that I will comply with the Congressional Charter - by laws and Board of this order - and I will always be loyal thereto - that I will never bring or defame this organization - nor a member thereof - nor permit any wrong to be done to either - it be my power to prevent it; I will never propose for membership - any person not eligible - nor one whom I know to be unworthy; I will never make known to anyone - not authorized by reason of - any of the work of this order, should my affiliation - with the Veterans of Foreign Wars of the United States - cease in any way - I will consider this pledge - as binding outside of the order - as though I had renewed a member of same. All this I promise and pledge - upon the honor of a man's contract - and a citizen of our great republic.
 I also declare that I am a citizen of the United States, that my Campaign Service was honorable, that I have never subsequently been discharged from military service under dishonorable conditions. I also certify that (1) am entitled to a campaign ribbon or medal authorized by the US Government based on my overseas service or, (2) I have served overseas in Korea or I have received treatment/Orange/Battle Pay pay; I further give authority to the Veterans of Foreign Wars to verify honorable overseas service entitling me to membership.

Applicants Signature & Date _____
 \$100 of your membership dues goes toward your VFW regular subscription.

The review committee has performed its duties and recommends: approval, rejection.

 Committee Member

 Committee Member

 Committee Member

Post Continuous Transmittal Form

This form is used when the post has one or multiple annual members to transmit when not using OMS. This form is not to be used to report transfers or new members

1. Forward the completed form with payment to VFW National Headquarters.
2. Indicate your post number and department on the upper right side of the form.
3. List the membership number and the name of each member being submitted.
4. Only list the member's address if it is different than what is on record.
5. List recruiter information if applicable.
6. Indicate on the bottom of the form the total amount being remitted



Have you considered going on-line to process your VFW membership? Visit <http://mem.vfw.org> to find out about the many on-line functions available to Post Quartermasters.

This form is to be used to transmit dues on continuous members only.
New members must be transmitted by completion of a Membership Application.
Transfer requests must be accompanied by a completed MCR form, signed by the Post Quartermaster.

Post Number _____
 Dept. _____

Post Continuous Member Transmittal Form

Membership Number	Member Name	Address Change (complete only if address differs from what is currently on file)				Dues Amount	Recruiter Card Number	Recruiter Name
		Street Address	City	State	Zip			
1						\$		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								


Total Amount Being Remitted \$

This form should not be used to transmit new members, transferring members or life membership. It is only used for transmitting annual members of your post.

Post Quartermaster Transmittal Summary Form (PQMT01)

This form is a tool to assist a post quartermaster in correctly balancing a membership transmittal.

1. Indicate your post number and department on the form.
2. Record the number of members being submitted and multiply the dues amount for the total.
3. In the event there are questions or processing issues regarding the transmittal, please provide a valid phone number and email address so you may be reached. Include the top copy of the form with your membership transmittal and payment.
4. The 2nd copy should be retained for the post records.



VFW POST QUARTERMASTER TRANSMITTAL SUMMARY FORM

www.vfw.org This form must be used for the transmittal of dues and accompanied by Renewal Forms, Annual and/or Life Membership applications.

Department

Post No.

Membership Year

Post Check No.

Send only the National and Department portion of the dues for annual members.

Continuous	No. of Members	X	\$ Dues Amount <small>(National and Dept. portion only)</small>	=	\$ Total
	<hr style="border: none; border-top: 1px solid black;"/>		<hr style="border: none; border-top: 1px solid black;"/>		<hr style="border: none; border-top: 1px solid black;"/>
New & Reinstated	No. of Members	X	\$ Dues Amount <small>(National and Dept. portion only)</small>	=	\$ Total
	<hr style="border: none; border-top: 1px solid black;"/>		<hr style="border: none; border-top: 1px solid black;"/>		<hr style="border: none; border-top: 1px solid black;"/>
Life Members	No. of Members		\$ Life Member Fees	=	<hr style="border: none; border-top: 1px solid black;"/>
	<hr style="border: none; border-top: 1px solid black;"/>				<hr style="border: none; border-top: 1px solid black;"/>

TOTAL AMOUNT THIS TRANSMITTAL \$

()
Daytime Phone No.
Post E-mail Address
Date
Quartermaster Signature

PQMT-01
REV.0204

Legacy Life Membership

The Legacy Life Membership Program enables VFW life members to leave a lasting impression on our great organization. You may also purchase a Memorial Legacy in the name of a deceased VFW life member to help future generations know and remember their sacrifice and contributions. The membership will endow additional income made in the member's name that will provide a stable financial foundation for your post and VFW overall.

The memorial legacy option allows for a legacy membership to be purchased in the name of a deceased life member. Deceased legacy members can also have their level of legacy membership upgraded, as long as their existing legacy membership had not been paid out as a one-time endowment. To purchase a memorial legacy life membership, payment must be sent in full for the desired legacy level (there is no installment option for memorial legacy membership). In addition to the member's information as requested on the legacy membership form, it is also required that we receive the name and address of the person who will be receiving the legacy kit, as well as the person to be recognized as purchasing the membership. The full legacy kit, including an additional certificate of recognition to the purchasing party will be sent out to the address that is provided.



Legacy Life Membership Application

1. Select from three categories of membership: Gold, Silver or Bronze, each offering its own package of exclusive benefits. A life member can upgrade to another level at any time by paying the difference in cost between the two levels.

LEGACY LIFE MEMBER EXPLANATION OF BENEFITS

MEMBER INCENTIVES

	BRONZE \$400	SILVER \$800	GOLD \$1200
Plated Engraved Life Member Card	●	●	●
Lapel Pin	●	●	●
Hat Pin	●	●	●
Distinctive VFW Store Line for Legacy Life Members	●	●	●
Framed Legacy Life Membership Certificate	●	●	●
Member Recognition on Internet & Convention Program	●	●	●
Member Recognition at Kiosks at Memorial Building in Washington, D.C. and Museum at National Headquarters	●	●	●
Special Legacy Life Member Plaque	●	●	●
Hat Patch			●
Personalized Brick at Centennial Plaza			●
VFW Store Discounts (for personal use only) *	5%	10%	15%
Increased Level of No-Cost AD&D Insurance *	\$2000	\$3500	\$5000
Annual Endowment: Post	\$6	\$12	\$18
Annual Endowment: Department	\$6	\$12	\$18

* does not apply to Memorial Life Legacy Membership

2. Installment options also are available for legacy life membership by making four equal payments. The first payment must accompany the application and be equal to one-fourth (Bronze \$100, Silver \$200, Gold \$300) of the level being purchased. The remaining balance will be billed quarterly by VFW National Headquarters. An automatic payment option is also available.

TOTAL 4 PAYMENTS OF		
		4 PAYMENTS
BRONZE	\$400	\$100
SILVER	\$800	\$200
GOLD	\$1200	\$300

3. On the enrollment form, be sure to mark whether the member wants a one-time endowment payment or to continue the annual endowment.
 - a. In the case of a one-time endowment, the principle amount of the legacy will be paid in equal amounts to your post, department and the National organization, as applicable, upon the member's death.
 - b. With the annual endowment, the legacy level payment will continue annually after the member's death.

LEGACY LIFE MEMBERSHIP ACCEPTANCE FORM

Life Member No. _____ Social Security No. _____

MEMBER NAME _____ EMAIL _____

ADDRESS _____ PHONE _____

CELL _____

Check
 Visa
 Master Card
 Discover
 Amex
 Installment Plan

BRONZE (\$400)
SILVER (\$800)
GOLD (\$1200)

Exp. Date _____ (MM/YY)

Upon My Demise: (See Terms and Conditions - Item No. 6)

Make a One-Time Endowment
 Continue the Annual Endowment

Signature _____ Date _____

PLEASE SELECT ONE:

Yes, I wish to become a Legacy Life Member of the VFW!
 I am purchasing a Memorial Legacy in the name of a deceased VFW Life Member.

MY NAME _____

Data Entry

MEMBER CHANGE REQUEST (MCR) FORM

The MCR form should be used to report changes for both annual and life members:

1. Report name and address changes. Note: Change of a member's address to the post address is NOT acceptable. Legal name changes must be accompanied by a copy of the court decree.
2. Report a member's death.
3. Request life, continuous or non-paying post transfers. Transfer requests require the Quartermaster signature. If no signature or improper signature is received, it will be returned to the post.
4. Request replacement life or annual membership cards.

VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM			
<input type="radio"/> Annual Member	<input type="radio"/> Replacement Card	Old Post No. _____	<input type="radio"/> Report Death _____ <small>(Date of membership)</small>
<input type="radio"/> Life Member	<input type="radio"/> Post Transfer	New Post No. _____	<input type="radio"/> Accidental Death
		Location _____ <small>(City/State)</small>	<input type="radio"/> Post AD&D Insurance
Member No. _____			 VFW VETERANS OF FOREIGN WARS
Member Name _____			
Old Address _____ <small>(Street City State ZIP)</small>			
New Address _____ <small>(Street City State ZIP)</small>			
I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.			
Post Quartermaster (Please Sign) _____		Phone No. (_____) _____	
FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM			VFW FORM MCR-03/04

Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
 - a. Form PT/MD should be signed by the member and kept on file at the Post.
 - b. Member must be accepted by transfer under Sec. 107. of national bylaws.
4. DO NOT SEND CASH WITH THIS FORM.
5. Standard life membership card replaced at no cost.
6. Post Quartermaster must sign this form where indicated. Please include phone number.

Mail completed form to:
VFW National Headquarters
Data Entry Department
406 W. 34th St., Suite 316
Kansas City, MO 64111

Attach VFW Magazine label here for
any address change (if available).
Please do not staple or paper clip.
Thank You.

POST TRANSFER-MEMBER DECLARATION (PT-MD) FORM

When a member wishes to transfer to another post, this form will need to be completed. This declares that the transferring life or annual member owes nothing nor has any pending charges in the former post.

This form is to be kept ON FILE AT THE POST and is NOT forwarded to department or National Headquarters.

VFW Post Transfer - Member Declaration	
"I hereby certify that it is my desire to transfer my VFW Membership	
from VFW Post No. _____	located in _____
to VFW Post No. _____	located in _____
I further certify that I am not indebted to my former post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former post, and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void."	
Member's Name: _____	Date: _____
Member's Signature: _____	
<small>To Post Quartermaster: Retain this completed card at the post indefinitely. DO NOT FORWARD to National.</small>	

Important Information

1. Monthly cut-off is completed the last business day of each month. All in-house dues renewal payments are processed. Since new, reinstated and transfer members may take up to 10 days for processing, those not completed will be rolled into the next cut-off period. Payments received after those dates are rolled into the next month.
2. Annual Dues - Dues payments are made to posts by electronic deposit only. These are paid monthly for annual memberships.
3. Life membership – Payments are made 3 times each membership year in September, January and July. These payments are only made to Posts by electronic deposit.
4. Life and annual membership cards are mailed directly to the member. If a member's address is listed at VFW National Headquarters as undeliverable, no membership card will be printed. If a membership card is returned by the Post Office as undeliverable, the member's information will show on the online Post Query in red.
5. Duplicate payments for annual dues, received from the member or the post, will be processed and extend the membership "Paid Through Date."
6. To replace a lost or damaged annual or life member card, you may go online to the VFW website at www.vfw.org or call 1-800-963-3180.
7. Aluminum life member cards are available for VFW life members only and may be purchased through the VFW Store. Personal and post information is engraved, rather than stamped and is included in the price of the card. Caution: these cards can set off metal detection alarms. Be sure to include your name, life membership number and your VFW post number. Life membership will be verified prior to production of this card. The cost is \$10 plus S&H.

To purchase an aluminum life member card, contact the VFW Store at 1-800-821-2606 or order online at www.vfwstore.org

8. Life member installment enrollees whose account goes past 120 days without payment will be removed from the installment plan. Previous

payments will be left on the members account to be applied towards future annual dues.

9. A life member having an “Undeliverable” status for a minimum of one (1) years and the membership record indicates age 80 or older, will have their status changed to “Inactive.” Based on this procedure, please make every effort to obtain and forward a current address for your members that are reported as “Undeliverable.”

A Quartermaster has both the fiduciary and ethical obligation to their post, department and national organization to insure every deceased member (annual and life) is purged from the post or department roster in a timely manner.

Note: Change of a member’s address to the post address is not accepted.

Contact Us

Annual and Life membership payments should be sent to:

VFW National Headquarters
Member Dues Processing, Suite 316
406 W. 34th Street
Kansas City, MO 64111

Toll free number: **1-800-963-3180**

Bernard K. Hill, Director
Direct: 816-968-2794
barney.hill@vfw.org

Ken Romine, Associate Director,
Member Service Center
Direct: 816-968-1168
Kromine@vfw.org

Inquiries regarding annual dues please email annual@vfw.org

Inquiries regarding life membership life@vfw.org

Name and address corrections should be sent to:

VFW National Headquarters
Data Entry, Suite 316
406 W. 34th Street
Kansas City, MO 64111
dataentry@vfw.org

National Headquarters offers a method of communication called VMAIL. This service provides email capability designed "For exclusive use of the VFW." There is no cost and it is easy and safe to use.

VMAIL is an electronic email system designed specifically for the exclusive use of VFW posts, departments and National, which makes it safe from spam, viruses and the other plagues of an open system. VMAIL can revolutionize the way we communicate in our organization. To obtain your user name and password, contact the Dues Processing Department at annual@vfw.org or call 800-963-3180 any business day.

Probably not every post has a computer with an Internet connection but there is a member of every post who does and would be willing to use that connection to share information distributed through VMAIL. Follow the simple instructions below to access VMAIL.

Getting Started:

1. Go to www.vfw.com
 2. Enter your User Name and Password.
 3. Click the Submit button.
- Please note, all post VMail addresses are entered as postxxxx@vfw.com (ex. post1234@vfw.com).
 - All Department VMail addresses are the two letter state abbreviation (ex. Department of Missouri would be mo@vfw.com).
 - You may reach National Headquarters by emailing info@vfw.org.
 - Remember, you may only email through the VMail system with those addresses ending in vfw.org or vfw.com.

