



# SONS OF THE AMERICAN LEGION

## MEMBER DATA FORM | INSTRUCTIONS

Send forms electronically to National Headquarters, IT/Member Support Services at (email) [MSSforms@legion.org](mailto:MSSforms@legion.org)

Information that is illegible or incomplete is subject to error. Your help in ensuring the accuracy of the information reported is appreciated and will assist National Headquarters in maintaining a more accurate database for members of the Sons of The American Legion.

The Member Data Form should be used to report:

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

The Member ID No., Squadron No. and the name of the Detachment is required for a Member Data Form to be processed by National Headquarters.

### **A TRANSFER MAY BE MADE UNDER THE FOLLOWING RULES:**

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, and are not eligible for transfer.
2. No charge shall be made to the member for the privilege of transfer and no dues shall be transferred from one squadron to another. The accepting squadron may require payment of the difference in dues on a pro-rated basis if dues are higher than the transferring member's former squadron.
3. A member desiring transfer of membership must first secure approval from the squadron to which transfer is desired. This may be done orally or in writing. The adjutant of the new squadron will complete and route the parts of the form as instructed.
4. Detachment or National Headquarters will carry through by transferring the member's record to the new squadron, provided that member's current record is on file and provided the information on the transfer is complete.

### **ROUTE THE SAL MEMBER DATA FORM AS FOLLOWS:**

**Parts 1-3: Send to Detachment Headquarters. The Detachment will either process the transfer or forward part 1 to National, retain part 2, and mail part 3 to the transferring squadron.**

**Part 4: Squadron should keep for their files.**

