



## SPECIAL POST DATA REPORT 2016 Membership Dues Increase

POST #     DEPT OF:  DATE:

If your Post's membership dues are increasing as a result of the 2016 National dues increase, use this form to update the information that appears on future Membership Renewal Notices for your Post.

### Follow These 4-Easy-Steps:

#### 1) ENTER POST DUES INFORMATION:

Current Annual Post Dues Are: \$   .

2016 Dues Will Increase To: \$   .

#### 2) SELECT AN EFFECTIVE DATE FOR THE INCREASE (check one):

- Dues increase effective with the November Renewal Notices *(Changes must be received by National no later than 10/14/2015.)*
- Dues increase is effective with the January Renewal Notices. *(Changes must be received by National no later than 12/9/2015.)*
- Other Effective Date *(please enter here):* \_\_\_\_\_

#### 3) ENTER POST'S DUES MAILING ADDRESS:

Check here if this is a new mailing address. Unless indicated otherwise, the address will be changed upon receipt at National.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please enter the member's ID# here.

#### 4) SUBMIT THIS FORM TO YOUR DEPARTMENT HEADQUARTERS AS SOON AS POSSIBLE.

Please note that your Department Headquarters has its own established deadline that has been set in order to meet National's cut-off dates for changes. If you're not aware of the Department's deadline, you must contact that office for information. Failure to meet Department or National deadlines will result in subsequent renewal notices being mailed with incorrect information. National Headquarters is not responsible for delayed or mis-directed forms.

\_\_\_\_\_  
*Authorized Post Officer's Signature*

\_\_\_\_\_  
*Date*