



REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS

DATE: _____

MEMO TO: Department Headquarters of Wisconsin

FROM: _____ Post # _____
Signature of Post Adjutant

The following member(s) should not receive renewal notices through National's Direct Renewal Program. Exclusion will continue until National is notified otherwise by the post/department.

- 1) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

- 2) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

- 3) Please "X" the box if this member has been awarded an Honorary Life Membership by this post. (See "Notes" below)

Member's Name _____ Member ID # _____
Address _____
City/State/Zip _____

NOTES: This form is used to report members who should no longer receive renewal notices due to special or unusual circumstances; their records will be "C-coded" and the annual membership register will reflect a "C" in the Exchange Flag column. (Example: A member who is in a healthcare facility and has requested the notices to be discontinued.) This form should also be used to report members who have been awarded an **Honorary Life** membership by their post; an "H" will appear in the "Type" column of the member's record on the annual membership register. Do not use this form for any other purpose.

Do not request "C-codes" for PUFL members, Honorary Life members or Department Life members since their "Type" codes (P, H and L) automatically exclude them from all renewal notice mailings.

Once a member's record is coded to be excluded from direct renewal mailings, it will continue to reflect that code until National receives an authorized request to allow renewal notices to resume.

MAIL TO: The American Legion, Department of Wisconsin, PO Box 388 Portage, WI 53901
FAX TO: 608-745-0179 **EMAIL TO:** membership@wilegion.org