



DEPARTMENT OF CALIFORNIA

PAYMASTER'S MANUAL

UPDATED July 2017

1. FORMS

The Detachment Paymaster is responsible for processing membership dues utilizing the Transmittal form. The Transmittal Form is used to record renewals, new members, transfers, and corrections. See Paragraph 10 for detailed instructions. After it is completed, forward 4 copies to the Department Paymaster, be sure to keep a copy for your records. The Department Paymaster processes the Department portion and forwards the Transmittal to National Headquarters. A completed Transfer Request is used and must accompany the transmittal when a member transfers INTO your detachment. If the member is transferring OUT of your Detachment, your Detachment Commandant should ask you if the member is in arrears in any manner and if not, he signs and forwards the Transfer Request back to the member requesting the transfer. (Transfer Forms are more thoroughly explained in paragraphs 11 & 12).

2. ROSTERS

National Headquarters sends a new roster to the Department Paymaster every quarter. The Department Paymaster will then forward the roster to individual Detachments. Rosters are dated March 31, June 30, September 30 and December 31. When you receive your roster, you should make copies for your Commandant, Adjutant and the Jr. Vice Commandant who is in charge of recruiting and retention. You should also reconcile it to your last roster to make sure names are spelled correctly, addresses are correct and the roster is complete with new members added and renewals have been updated with the correct expiration date. Your roster has two sections to it. The upper portion is for members whose dues are delinquent and the lower portion is for the members in good standing. There are several columns on the roster. The column headings should be self-explanatory. One that you should pay particular attention to however, is the column headed "Expires". The month and year as shown in this column tells you when your members' dues have expired. If that column is blank then that indicates the member is a Life Member and the Life Membership number is shown in the "Life Number" column.

3. RENEWAL NOTICES

National is no longer sending renewal notices to members. It is the Detachments responsibility to notify members to pay dues. The Marine Corps League is in the process of changing all yearly members to an expiration date of 31 August. Once this has been completed all yearly members will need to pay their dues prior to 1 September.

4. DELINQUENT MEMBERS

A member becomes delinquent on the date shown on the roster. Delinquent members will remain on the roster for one year. Once a member has been delinquent over a year they will be dropped from the roster. If your member wishes to come back into the League after he has been dropped from the roster, the member must come back in as a reinstated member. Provide a new application and pay the renewal dues amount. The members' membership number will remain the same.

5. LIFE MEMBERS

Section 645 of the National By-Laws states that a member can apply for Life Membership if he is in GOOD STANDING within the League and pays the fee as outlined in the National By-Laws. This means that the applicant must first be a member of the League and the member's dues must be current. If his membership has lapsed and he is delinquent, he is not "in good standing" and must bring his dues current to apply. Life Members pay no further dues to Detachment, Department or National. This only applies to the Detachment they paid their Life Membership in originally. If they elect to become a dual member in another Detachment, they must pay dues in that Detachment even though they are a Life Member of their original Detachment. When submitting dues for a Life Member, it is mandatory to put their date of birth on the transmittal in the space provided.

6. LIFE MEMBER CERTIFICATION

A PLM Certification should be prepared by contacting your Paid Life members at least once a year. You make a copy of your June 30 Roster and after you have contacted your Life Members and crossed out those who are no longer with us, certify that the Life Members listed are correct on the last page. This certification is to be signed and dated by the Detachment Commandant and Paymaster and forwarded to the Department Paymaster so that it can be forwarded to National no later than December 31.

IF YOU DO NOT SEND A CERTIFICATION, YOU WILL NOT BE PAID YOUR LIFE MEMBER ALLOCATION.

7. CORRECTIONS TO ROSTERS

When you are checking your rosters against the National roster you should make sure the individual listings agree. If a name is spelled incorrectly or an address is incorrect you will need to make a correction by submitting the correct information on a transmittal. To make the correction, list the incorrect information and put "Old" in the code box then list the correct information and put "New" in the code box. Use the same procedure if your member reports a change of address. List the old address and put "old" in the code box then list the new address and put "New" in the code box.

8. DUAL MEMBERSHIP. (Membership in more than one Detachment by the same individual)

Should a Marine Corps League member choose to become a member in multiple Detachments, *they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment of which they become a member.*

9. NEW MEMBERS

It is the responsibility of the Detachment to determine the eligibility of a person being recruited for membership. Someone in the Detachment should ask for and examine the prospective members' DD-214. You **SHOULD NOT** retain a copy of the DD-214. As of the National Convention of 2012 a new application for membership was adopted. You **MUST** have the application filled out and signed in ink by the applicant and you **MUST** attach the original copy of the application to the transmittal when submitting it to the Department Paymaster. You should keep a file copy of the applications for your Detachment records. The new member's service number or full Social Security number **MUST** be filled in where asked for on the application. If the number is not provided, they will be accepted as an Associate only. Persons joining as associate members do not need to submit an application.

MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of (A) _____
TO: National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116
VIA: Department Paymaster

Detachment # (B) _____

Date (C) _____

Transmittal # (D) _____

(Start new sequence on July 1 each fiscal year).

PLEASE READ CAREFULLY

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
2. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department.
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
4. Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code).
5. STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
6. Detach and retain bottom copy - Forward balance to Department
 Department - retain bottom copy and forward balance to National HQ

MEMBER # (E)	CODE(S) (F)	HQ USE ONLY	LAST NAME (JR, etc.) (H)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #) (J)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH (I)
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH

National dues only

Check # (L) _____

Code

R	K Renewal @ 20.00	\$ 0.00
N	New Member @ 25.00	0.00
RAM	Renewal Associate @ 20.00	0.00
NAM	New Associate @ 25.00	0.00
RDM	Renewal Dual @ 20.00	0.00
NDM	New Dual @ 25.00	0.00

Life Member by age:

L	35 and under @ 500.00	0.00
L	41-50 @ 400.00	0.00
L	51-64 @ 300.00	0.00
L	65 and over @ 200.00	0.00
Total National Dues		\$ 0.00

Department Dues

Check # (L) _____

Total \$ _____

Received at Department

Date: _____

Received at National HQ
(Date/Time Stamp)

SIGNED DETACHMENT ADJUTANT / PAYMASTER

PRINTED NAME

ADDRESS

CITY ST ZIP + 4

NATIONAL HEADQUARTERS ONLY

PINS: _____ BY: _____

Shaded areas are for National HQ use only.

Revised December 2012

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8. FILLING OUT THE TRANSMITTAL FORM

- a. In the space after FROM: Print in the name of your Detachment
- b. Detachment # is your Detachment number.
- c. Date is the date you are preparing the transmittal
- d. Transmittal # - You should initiate a number at the first of the MCL fiscal year (July 1). It doesn't have to be fancy. Just 1, 2, 3 is easiest. If you have more than one page then each page should stand alone with checks for that page.
- e. You will find the member # on your National Roster or the member's membership card.
- f. There are 8 Membership "Codes" They are located in the bottom box on the left side of the Transmittal. "R" is for Renewal "N" is for New etc. **USE THE CODES IN THE CODE BOX TO DESIGNATE WHAT KIND OF MEMBERSHIP YOU ARE SUBMITTING.**
- g. Shaded boxes are to be left blank. These boxes are used by National headquarters when processing the transmittal.
- h. Last Name etc. is self explanatory. Insert phone numbers and e-mail addresses if possible.
- i. Date of birth is requested by National Headquarters for all new members and **MANDATORY** when submitting a Life Membership. Read instruction 3 on the top of the transmittal form.
- j. Street address, city and zip is self explanatory. Use ZIP + 4 whenever possible.
- k. In the bottom left hand box indicate on the left line, the number of each code you are submitting and extend the dollar amount to the right hand line. Add up the extended lines and put the total on the line indicated.
- l. Write a check payable to: National Headquarters MCL in the amount on the total line and put your check number on the top line in the box where indicated.
- m. Department dues are \$11.00 per member. Multiply the number of members that you are submitting dues for (excluding Life Members) by the amount of the Department dues and put that figure on the Total line. Make out your check to: Department of California MCL and put your check number on the line indicated. We do not have a "State" organization. We are the Department of California
- n. In the right hand box at the bottom of the transmittal where indicated, sign the transmittal then print your name on the next line and put your address on the next two lines.
- o. Print 5 copies of the form, keep 1 copy for Detachment records and forward the balance with your checks to the Department Paymaster. The Department Paymaster will retain one copy and the Department check and forward the balance with the check for National dues to National Headquarters.

BE SURE TO TYPE OR PRINT NEATLY AND LEGIBLY. YOU ARE ENCOURAGED TO FILL OUT THE TRANSMITTAL ON THE COMPUTER FORM THAT IS ON THE DEPARTMENT WEBSITE (MCLCAL.ORG) OR THE NATIONAL WEBSITE (MCLNATIONAL.ORG) BECAUSE IT IS MORE LEGIBLE. DO NOT STAPLE OR OTHERWISE AFFIX THE CHECKS TO THE TRANSMITTAL COPY EXCEPT BY A PAPERCLIP.

DUES SHOULD BE REMITTED PROMPTLY. YOU SHOULD SEND IN YOUR TRANSMITTALS AT PROMPTLY, PARTICULARLY NEAR THE END OF THE QUARTER SO THAT YOUR NEW MEMBERS AND RENEWALS WILL APPEAR ON THE NEXT ROSTER. MEMBERSHIP CARDS ARE ISSUED BY NATIONAL WHEN THE TRANSMITTAL IS PROCESSED AT NATIONAL HEADQUARTERS. THE GOLD LIFE MEMBERSHIP CARDS ARE "BATCHED" TO GO TO THE ENGRAVER AND TAKE LONGER TO RECEIVE. YOUR LIFE MEMBER WILL RECEIVE A TEMPORARY PAPER CARD UNTIL THE METAL CARD IS ISSUED.

9. TRANSMITTAL COPY RETENTION

You will receive a copy of the Transmittal from National Headquarters after it has been processed. You should match it to your file copy. SHRED the file copy and retain the copy from National for your Detachment records. As National Headquarters processes the transmittal, the date it was received is noted on the bottom of the transmittal and the membership numbers of the new members are inserted in the membership number box on the transmittal. Also, the expiration date of the membership is noted on the transmittal copy from National Headquarters.

10. TRANSFERS

Transfers seem to be the most difficult form to process. If a member of another Detachment wants to transfer into your Detachment, they must first obtain a Transfer Request (release) from their former Detachment. Give the Transfer Request form to the member and have them contact the Paymaster of their former (Losing) Detachment for the form to be filled out and returned to them. They can then present it to you to process their transfer. This also applies to Life Members wishing to transfer.

11. FILLING OUT THE TRANSFER REQUEST

- a. The member requesting the transfer should fill out Part 1 of the Form, sign and date the request and give it to the Detachment Commandant they are transferring from (Losing Detachment). If the member is a Member at Large, National Headquarters is the "Losing Detachment" and part 2 of the Form is left blank.
- b. The Commandant of the Losing Detachment should check with the Paymaster to make sure the member is not indebted to the Detachment and then approve or disapprove the transfer. He will sign and date the form in Part 2 and give it back to the member requesting the transfer.
- c. The Losing Detachment should send one copy to their Department Paymaster for information purposes.
- d. The Detachment that the member is transferring into (Gaining Detachment), approves or disapproves the transfer and the Commandant signs and dates Part 3 of the form.
- e. The Gaining Detachment Paymaster must prepare a Transmittal Form and list the transferring member using the code "T". Retain one copy and submit the Original and one copy of the Transfer Form with the Transmittal to the Department Paymaster. The Department Paymaster will retain one copy and attach the original to the Transmittal Form and send it to National Headquarters for processing. National has ceased printing the "T" code on the transmittal form but use it anyway.

IF YOU SHOULD RECEIVE A REQUEST FROM A MEMBER OF YOUR DETACHMENT WISHING TO TRANSFER TO ANOTHER DETACHMENT, YOU ARE OBLIGATED TO HANDLE THEIR REQUEST WITH A PROMPT RESPONSE!



MARINE CORPS LEAGUE
REQUEST FOR TRANSFER

1. Printed Name _____ Member # _____ PLM # _____
Street _____ Apt # _____
City _____ State _____ Zip +4 _____
SSN _____ Tele# (____) _____ Date of Birth ____/____/____
Date of Enlistment/Commissioning ____/____/____ Date of Discharge/Separation/Retirement ____/____/____
I hereby request that my membership as a Regular Member M-A-L Dual Member Associate Member,
in the _____ Detachment # _____ be transferred to the _____
Detachment # _____ Department of _____ as a Regular Member Dual
Member Associate Member or to M-A-L status.

Signature Date ____/____/____

2. TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. _____)
The above member is in good standing _____; delinquent _____. Membership expiration date is
____/____/____
Member (is/is not) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this
member is approved _____ disapproved _____.

Signature of Commandant Date ____/____/____

3. TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. _____)
I have reviewed the foregoing information and hereby approve _____; disapprove _____ of the transfer of this member.

Signature of Commandant Date ____/____/____

4. FOR DUAL MEMBERS ONLY
 I certify that I am a Dual Member and I hereby request that my voting rights for Department and National
Conventions be transferred to _____ Detachment # _____ Department of _____

Signature of Dual Member Date ____/____/____

INSTRUCTIONS (Type or print legibly)
Member requesting transfer: Complete all information in #1 and #4 (if applicable) above. Sign and date the application in space provided. Forward the form to your current Detachment Commandant for approval.
Losing Detachment Commandant: Complete the appropriate information in #2. Sign and date the form in the space provided. Retain one copy for Detachment records and forward the original and two copies to the gaining Detachment Commandant. Send one copy to your Department Paymaster for information purposes.
Gaining Detachment Commandant: Complete # 3 as appropriate. Sign and date the form in the space provided. Retain one copy. Forward the original and remaining copy to the Department Paymaster, along with Dues Transmittal Form listing the transferring member.
Department Adjutant/Paymaster: Retain bottom copy and forward the original to National Headquarters along with Dues Transmittal Form listing the transferring member.

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Print Form

IF YOU ARE THE ADJUTANT/PAYMASTER OF YOUR DETACHMENT

If you are the Adjutant/Paymaster of your Detachment, you must become familiar with the Report of Installation Form. (ROI) Prior to the Installation of your Officers, ascertain that all of the Officers dues are current so that you can honestly reply to the question whether their dues are paid which is asked during the installation Prepare the Report of Installation for your Installing Officer so that it can be signed and mailed immediately upon the completion of the installation.

THIS IS THE MOST IMPORTANT DOCUMENT IN THE MARINE CORPS LEAGUE. IT IS THE FORM THAT TELLS NATIONAL HEADQUARTERS WHERE TO SEND CORRESPONDENCE. WHENEVER YOU HAVE A CHANGE IN ANY OFFICE WITHIN YOUR DETACHMENT AN AMENDED REPORT OF INSTALLATION MUST BE PREPARED AND **SENT TO THE DEPARTMENT ADJUTANT** FOR FORWARDING THROUGH THE PROPER CHANNELS. THE ROI CANNOT BE RELEASED TO NATIONAL UNTIL ALL OFFICERS DUES ARE CURRENT!

12. FILLING OUT THE REPORT OF INSTALLATION FORM

1. The name of your Detachment
2. Your Detachment Number
3. Your Department is California
4. Insert the Employer Identification Number of your Detachment
5. Insert your Detachment Corporation Number. If your Detachment has not yet been Incorporated but you are in the process of doing so, insert "pending".
6. Insert the date your Detachment was Incorporated.
7. Date your elections were held
8. Date and City where Installation was held
9. PRINT name of Installing Officer
10. Installing Officer signs the form after he installs the Officers.
11. Day of Detachment Meeting ie. 2nd Thursday, last Saturday etc.
12. Time of Detachment Meeting in Military time ie. 1900, 0900 etc.
13. Location of Detachment Meeting ie. VFW Post 1234 or Elks Lodge etc.
It is understood that some Detachments meet in various locations. In this instance you would insert "Various"
14. Exact address of Meeting ie. 234 Wall St,
If you meet at various locations insert "Call Commandant for Information"
15. City where Detachment meets
16. State
17. Insert an e-mail address that could be used to disseminate information. If the Commandant does not have an e-mail address, try to find someone in the Detachment that does.
18. The Names and address and phone numbers of your Officers
19. Insert the Amount your Detachment is collecting for Annual Dues.
20. Insert the name of the person submitting the form, their title, sign and date it.

THIS ROI FORM IS ON THE DEPARTMENT WEBSITE. MCLCAL.ORG IF YOU ARE NOT FILLING IT OUT ON THE COMPUTER, PLEASE MAKE SURE THAT IT IS LEGIBLE.

Marine Corps League

REPORT OF OFFICER INSTALLATION



FROM:	DETACHMENT NAME	DETACHMENT #	DEPARTMENT OF
	(1)	(2)	(3)
TO: NATIONAL ADJUTANT PAYMASTER		DEPT FEDERAL EIN:	
VIA: DEPARTMENT ADJUTANT		DEPT INCORPORATION ID # _____ DATE _____	
DET FEDERAL EIN: _____		FOR DEPT INSTALL ONLY:	
DET INCORPORATION ID # _____		DATE _____	

DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER
(7)	(8)	(9)	

DETACHMENT MEETING:

DAY/DATE OF MEETING	TIME	PLACE
(11)	(12)	(13)
STREET ADDRESS	CITY	STATE ZIP
(14)	(15)	(16) (16)

E-MAIL OFFICIAL CORRESPONDENCE TO: _____ (17)

FAX OFFICIAL CORRESPONDENCE TO: () _____ MARK FOR THE ATTN _____

*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT	(18)	_____/_____/_____ _____/_____/_____		
SENIOR VICE COMMANDANT	(18)	_____/_____/_____ _____/_____/_____		
JUNIOR VICE COMMANDANT	(18)	_____/_____/_____ _____/_____/_____		
JUDGE ADVOCATE	(18)	_____/_____/_____ _____/_____/_____		
JUNIOR PAST COMMANDANT	(18)	_____/_____/_____ _____/_____/_____		
ADJUTANT PAYMASTER	(18)	_____/_____/_____ _____/_____/_____		
ADJUTANT	(18)	_____/_____/_____ _____/_____/_____		
PAYMASTER	(18)	_____/_____/_____ _____/_____/_____		
CHAPLAIN	(18)	_____/_____/_____ _____/_____/_____		
SERGEANT- AT ARMS	(18)	_____/_____/_____ _____/_____/_____		
		_____/_____/_____ _____/_____/_____		
		_____/_____/_____ _____/_____/_____		

Total **renewal** dues are \$ _____ (19) _____. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE
(20)			

PLEASE READ CAREFULLY

Detach and retain bottom copy. Forward balance to Department Adjutant.
Department retain bottom copy and forward original to National HQ
and remaining copy to National Division Vice Commandant

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Recommendations:

The Paymaster should retain and maintain a file of the applications for Membership. THE ORIGINAL OF THE APPLICATION APPROVED AT THE 2012 NATIONAL CONVENTION MUST BE ATTACHED TO THE TRANSMITTAL BEING FORWARDED TO NATIONAL BY THE DEPARTMENT PAYMASTER.

At Detachment meetings membership cards should be checked for expiration dates. If it has expired, ask the member pay their dues. (Any member whose dues are not current may be excluded from a Detachment meeting)

The Roster from National should be the "Bible" of the membership of the Detachment and should be kept current. If a member pays their dues, change the expiration date on the National Roster to indicate their dues have been Paid. The Paymaster should immediately list them on a dues transmittal to make sure they are not overlooked. Record on the roster the names of any new members and list them on the transmittal. Record any changes of address and list them on the transmittal. If an additional Detachment roster is maintained, be sure to give the info to the person maintaining this roster.

Required filings:

It has been identified that Detachments of the Marine Corps League being correctly incorporated as a 501 (c) (4) Public Benefit Corporation are, by definition, a charity according to the California Attorney General's Office. As a charity, Detachments are required to register with the Registry of Charitable Trusts. Registering must be accomplished to avoid fines and penalties and the loss of status as tax exempt in the State.

The initial form for registering with the Attorney General's Registry of Charitable Trusts is the form CT-1 that can be downloaded at: <http://www.oag.ca.gov/charities/forms>.

You will need copies of the:

1. Detachment articles of incorporation and all amendments.
2. A copy of your current bylaws.
2. The IRS determination letter available from the Department Paymaster or the Department Judge Advocate.
3. A check for your \$25.00 initial registration Fee

Every year thereafter you will have to file Attorney General Form RRF-1 that is also able to be filled out and downloaded on the above referenced website.

The renewal Form can be filled out online and must be filed 5 months and 15 days after the close of the fiscal year which, by direction of National Headquarters is now July 1 to June 30 and should be filed by November 15. If your income is less than \$50,000 there is no renewal fee. You must send a copy of the form to the Department Judge Advocate after you have filed the form.

You will also file with the taxes with the IRS and Franchise Tax Board. The 990-N, and 199n, e-postcard can be filed electronically by all Detachments with gross income less than \$50,000.00. Custodial funds, membership dues that you collect and forward to National and the Department, are not considered income. The time frame for filing is the same as the RRF-1 form of 5 months and 15 days after the close of the fiscal year which is now July 1 to June 30 and to be filed by November 15.

You **MUST** send a copies of the 990 and 199 forms to the Department Paymaster after they have been filed. Department is required to report to National that all Detachments are compliant with their tax filings.

