

# MEMBER SERVICES



VETERANS OF FOREIGN WARS.

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## Why should I use OMS?

OMS is a quick and easy way for you, as the Post Quartermaster, to handle all reporting of membership to National Headquarters, as well as maintain information on members of your Post. Membership renewals, Memstats, and the post-election report are just a few features available to Quartermasters with OMS access.

If you don't have an online account, we strongly advise you begin today through ID.me registration. Quartermasters who have an ID.me account do not have to request a Quartermaster's pin; all Post Quartermaster services are instantly available.

However, if you already have an OMS account (that's not associated with ID.me), you'll still have to submit a request for a pin. Once this pin is received and applied, you'll be granted full access to your quartermaster services.

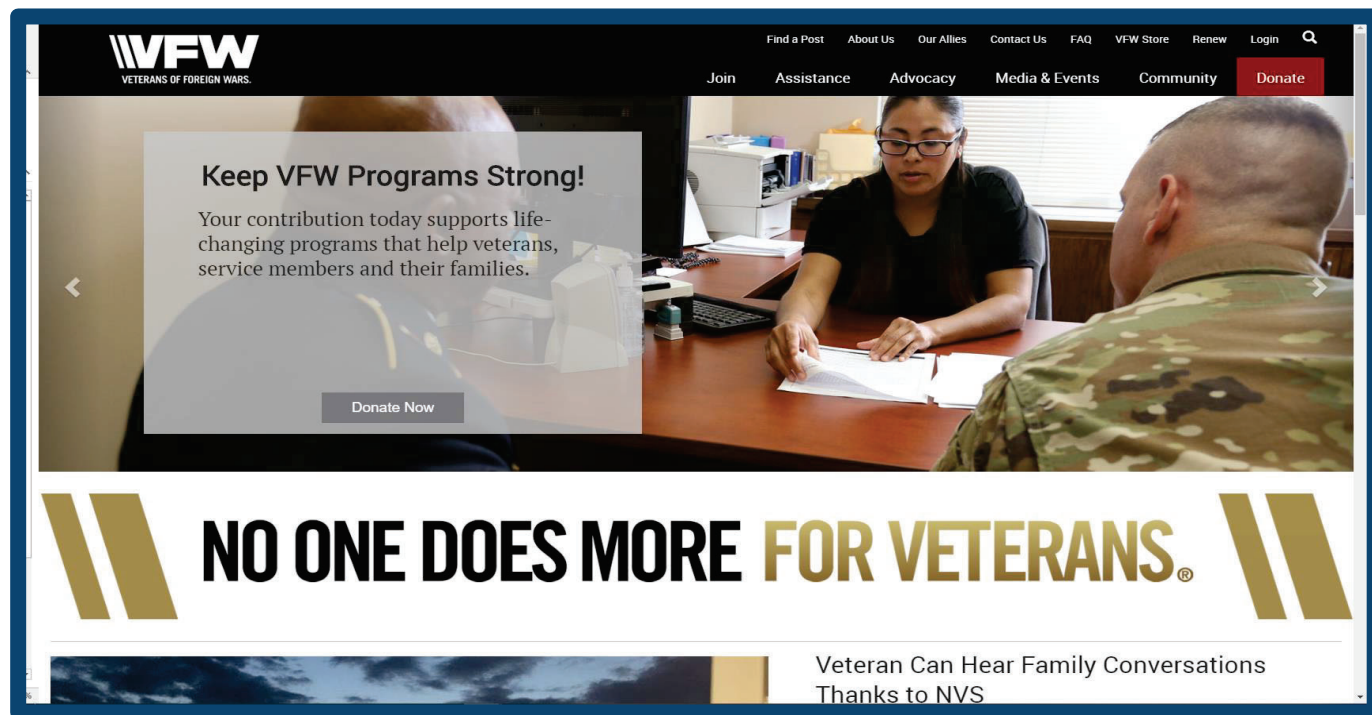
## How to create an account using ID.me

Wait a minute. What is ID.me and why should I use it?

The security benefits of ID.me is this: online identity protection and verification. In other words, ID.me's main function is to verify *you are the person you say you are*. To learn more about ID.me verification, visit ID.me's official support page at [wallet.id.me/individuals/group-discounts/military](http://wallet.id.me/individuals/group-discounts/military)

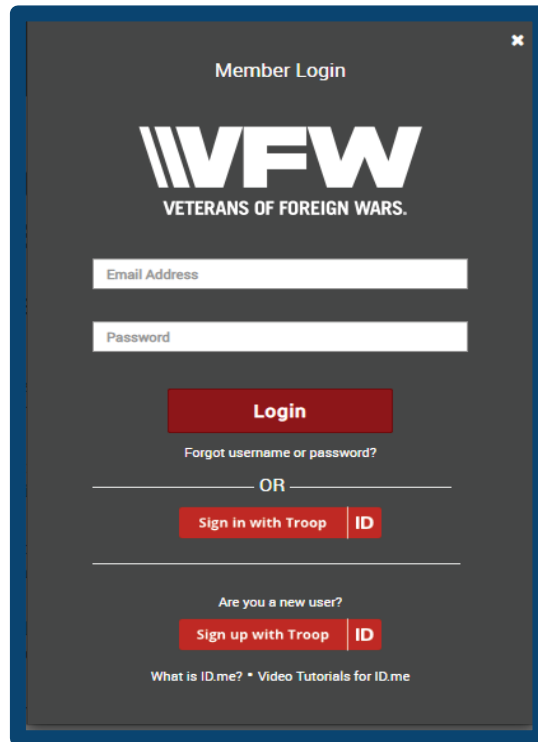
To get started, follow the instructions below.

- Go to [vfw.org](http://vfw.org) and click on login in the upper right hand corner. The Member Login screen will appear.

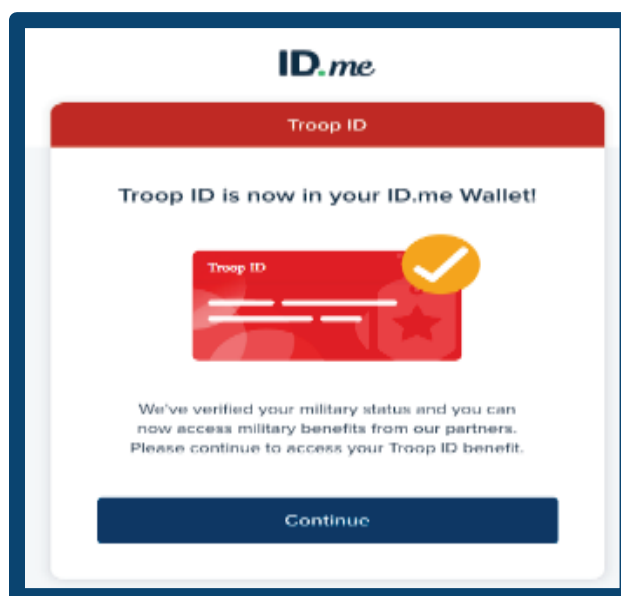


The image shows a screenshot of the VFW website. At the top left is the VFW logo with the tagline 'VETERANS OF FOREIGN WARS'. The top right navigation bar contains links: Find a Post, About Us, Our Allies, Contact Us, FAQ, VFW Store, Renew, and Login. Below this is a secondary navigation bar with links: Join, Assistance, Advocacy, Media & Events, Community, and a red 'Donate' button. The main content area features a large banner with a photograph of a woman in a black shirt sitting at a desk talking to a man in a military uniform. Overlaid on the left side of the banner is a semi-transparent box with the text 'Keep VFW Programs Strong!' and 'Your contribution today supports life-changing programs that help veterans, service members and their families.' Below this text is a 'Donate Now' button. At the bottom of the page, there is a large banner with the slogan 'NO ONE DOES MORE FOR VETERANS.' in bold black and gold letters. Below this is a smaller banner with a photograph of a sky and the text 'Veteran Can Hear Family Conversations Thanks to NVS'.

- Click **Sign up with Troop ID** to begin enrollment. For step by step instructions for enrollment, select the **Video Tutorials for ID.me** link on the same page.



- All members must complete the Verify your Military Status portion of ID.me. The purpose of ID.me verification is not to verify your membership with the VFW. Rather, ID.me's main purpose is to *verify you are the person you say you are*. Such a crucial approach to identity verification is necessary for user privacy and security.
- If Verification is successful, the following message will appear.



- Once enrollment is complete, select **Sign in with Troop ID** to access the **ID.me Sign In** screen. For full access to the ID.me network, go to **wallet.id.me** and click **sign in**.

**ID.me**

**Sign In** [or sign up for an account](#)

**Email**  
Enter your email

**Password**  
Enter your password

**Sign in**

[Forgot Password](#)

Or sign in with

**f** Facebook   **G** Google   **in** LinkedIn

[View more login options >](#)

[What is ID.me?](#) | [Terms of Service](#) | [Privacy Policy](#)

## The Quartermaster's Pin (Non-ID.me Users)

*\*A newly appointed Quartermaster utilizing the ID.me login will not be required to request a pin number for account recognition.*

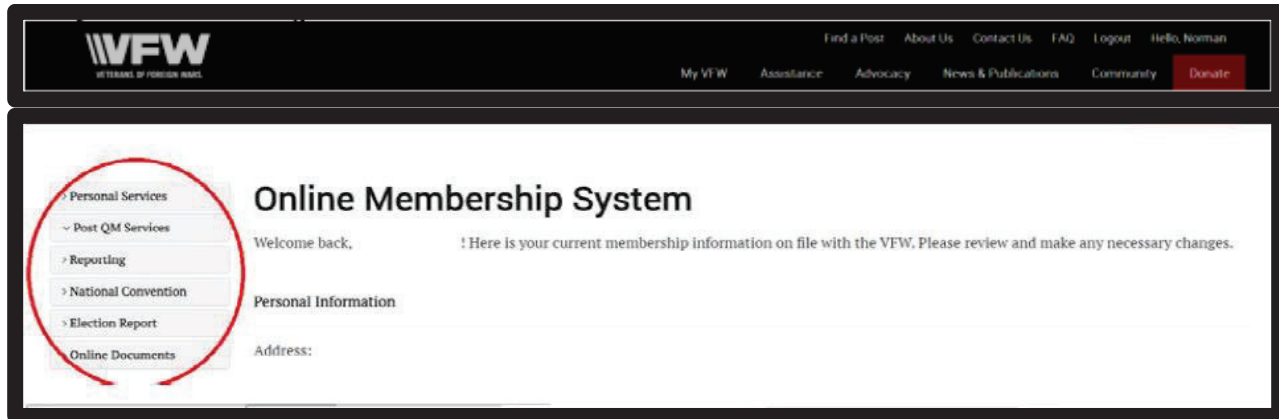
A newly appointed Quartermaster who already has an OMS account prior to the inception of ID.me should follow the below instructions for setting up their Quartermaster Tools.

- When logging into OMS, a newly appointed Quartermaster will receive the below message asking them to *Request a new Quartermaster PIN number.*

- 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 Quartermaster 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.

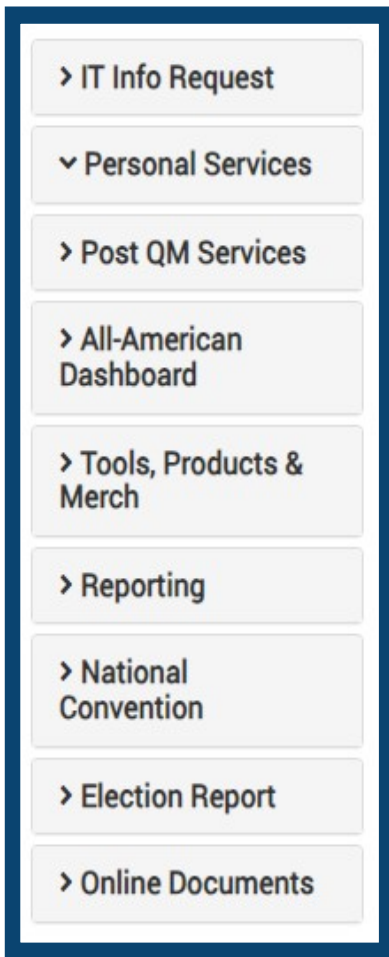


## Navigating the OMS: A Brief Overview.

Your Online Membership System Profile will serve as your central location for all Personal and Post Quartermaster Services. Other than Membership Quick Links, which provides many shortcuts within the OMS, the OMS provides an easy portal for finding all of your resources in a central location. After you sign in, scroll down to **Membership Quick Links** and click on **Online Membership System**. Your membership profile will appear.



On the left hand side of the page will be a general list of menu options. In the screenshot below is a brief review of each menu option, and the services they provide.



- **IT Info Request** allows you to submit requests for membership information not available in the OMS.
- **Personal Services** allows you to manage your account, create a payment profile, or update contact information as needed.
- **Post QM Services** is the central point for all member responsibilities exclusive to your position.
- **The All-American Dashboard** can be accessed through OMS or Membership Quick Links. Training resources for the dashboard will also be available here. Post VMS donations are made by selecting Make a Donation.
- **Tools, Products & Merch:** Links to the Membership Recruiting Brochures Order Form, Legacy Citation of Merit, and VFW Store.
- **Reporting:** All reporting functions will be available in this menu, including Post Query and Memstats.
- **National Convention:** Registration for housing is available in March. Delegate registration, however, is not available until early April.
- **Election Report:** Submit all officer change requests through this form.
- **Online Documents:** VFW Training and Support, and Document Repository.

## IT Info Request:

Any requests for information not obtainable through the current OMS must be submitted through the IT Requests menu on your profile.

### IT Info Request

What is an IT Info Request?

An IT Info Request is an *INQUIRY FOR INFORMATION* that you cannot obtain through the current OMS services. Common IT Info Requests include; branch of service for your members, date of birth, when a member became life or what conflict was a member in. *Be advised that we may not have this information for all members.*

What should this form NOT be used for?

This form should not be used for:

- Questions regarding your membership
- Reporting a site error
- Requesting an OMS feature
- Technical support

FOR QUESTIONS REGARDING YOUR MEMBERSHIP OR TO REPORT AN ERROR WITH THE SITE PLEASE USE THE [CONTACT US PAGE](#). PLEASE NOTE: If you use this form to request OMS features, technical support, or to report site errors your message *WILL NOT BE READ!*

I have read the above and agree to use the IT Request for **INFORMATION INQUIRIES ONLY.**

I understand that if I use this form to request OMS features, technical support, or to report site errors my message *WILL NOT BE READ!*



Requests appropriate for this option include deceased members from previous membership years, date of birth for members, and branch of service information.

## Personal Services:

### Contact Information

Change your home address, email and phone number on record by selecting the Contact Information option in Personal Services. Once updated, your new contact information will appear the next time you sign in to the OMS.

The screenshot shows a form titled "Contact Information" with a blue border. At the top left, there are two radio buttons: "Home Address" (selected) and "Snowbird Address". Below this is an "Address" section with a text input field containing "406 W 34th St Ste 200". To the right of the address section are two input fields: "Email Address" and "Phone Number". The phone number field is split into three boxes with dashes between them. Below the address section are "City" and "State" input fields, with "Kansas City" and "MO" entered respectively. At the bottom is a "Zip Code" input field containing "64111-2736". A "PLEASE NOTE" message is displayed in the center-right of the form, stating: "PLEASE NOTE: The email above is for contact purposes and will not affect your current OMS login. If you want to change the email you use to login, click the link on the left titled 'Manage Account'."

Please note that updating your contact email address will not affect your OMS Sign In. To change your sign in information, select Manage Account if your login information is **not** associated with ID.me. ID.me users, however, must sign in at wallet.id.me to update their personal login information.

### Payment Profile

As Post Quartermaster, the payment profile allows you to keep Post payment information, credit/debit card or checking/savings on file to process requests for dues on your members. This profile will automatically appear as a payment option when processing members. The payment profile cannot be used for personal use towards paying your own annual dues automatically every year or making monthly payments towards your own installment Life membership.

To begin the process of creating a payment profile, follow the instructions below.

- Go to [vfw.org](http://vfw.org) and click on **Login** in the upper right hand screen.
- On the **Member Login** screen type in your username and password. If you have an ID.me account, select **Sign in with Troop ID** to sign in.
- Once you're signed in, scroll down to **Membership Quick Links** and click on **Online Membership System**. Your OMS profile will appear.
- On the left hand side of the page, select **Personal Services** and click on **Payment Profile**. The following screen will appear.

- Select **Debit my bank account** or **Charge my credit/debit card** to enroll your payment information. The **Auto Pay** function is available if you choose to enroll your payment profile for personal, automatic, monthly payments. This feature is best used for a **Life Member Installment Plan** payments or yearly, **Annual Membership** renewals.

# Payment Profile

Please choose a payment option below:

Debit my bank account

Charge my credit/debit card

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Credit Card Number    Expiration Date

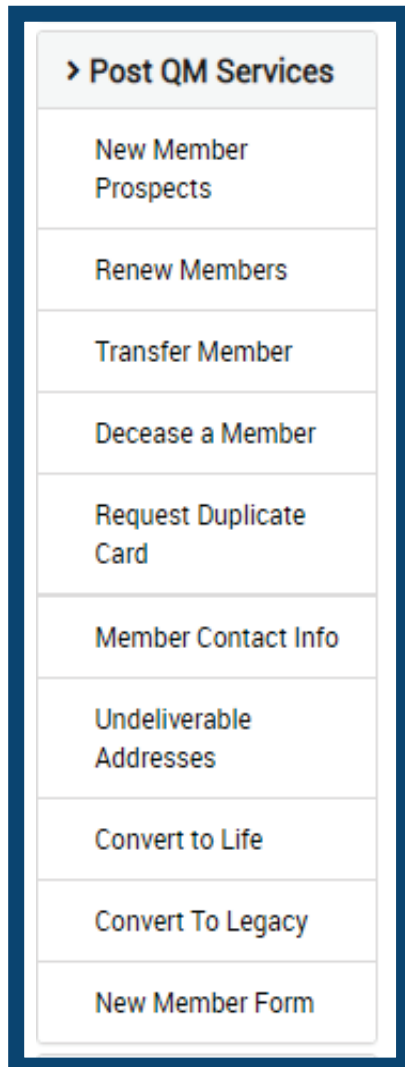
          

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- **Please note:** Spaces between digits must be left out when typing in your bank or credit card number. The failure to make this action will hinder the processing of payments.

## Post QM Services: A General Overview.

Post QM services provides you with all the necessary tools to perform your membership responsibilities online. Membership renewals, new member applications, and membership contact updates are all available in Post QM Services. Through this brief overview, you'll gain a basic understanding of how Post QM Services makes your routine, membership tasks easier and more efficient.



### Post QM Services: General Features

- **New Member Prospects:** New Members signed up through the Recruiter App will show here pending for Quartermaster approval.
- **Renew Members:** Renew Annual dues for members of your Post.
- **Transfer Member:** Use this function to transfer both Paying and Non-paying members from another Post.
- **Decease a Member:** Update members who have been reported deceased.
- **Request Duplicate Card:** Request a replacement membership card for members of your Post.
- **Member Contact Info:** Update member mailing address and contact info as requested.
- **Undeliverable Addresses:** Checking undeliverable addresses is useful for knowing which members may not be receiving VFW correspondence.
- **Convert to Life:** Convert an Annual Member to Life Membership or the Life Member Installment plan by using this feature.
- **Convert to Legacy:** Convert an existing member to Legacy.
- **New Member Form:** All information from a new member application can be entered and submitted here for processing.

## Post QM Services: Renew Members

There are two options for member renewals that can be chosen: **Single Renewal** and **Multiple Renewals**.

The Single Renewal option is available for member renewal's made by the member's credit card. When a member pays through this method, they're paying for all fees upfront (National, State, and Post). The amount due to the post will be paid back through direct deposit, which is done monthly.

**Example: Post (\$10.00) + State (\$8.50) + National (\$21.50) = \$40.00.**

## Renew Annual Members

Single Renewal: \$40.00

To renew dues for a single annual member for the full post dues amount using the *member's credit card*, click [here](#).

Multiple Renewals: \$30.00 (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 members below.

Display unpaid members for the following years:

2020 & Prior  2021  2022  2023  2024

[Get Unpaid Members](#)

All renewals made by a member's cash payment, or the post itself, including single member renewals, must be made through the Multiple Renewals option. Since the post is covering the post fees of these members, the post fee amount is not calculated in the fee listed below. Only the dues share to VFW National and the State are being submitted.

Likewise, members who pay their dues directly to the post will also be processed under **Multiple Renewals**. In this scenario, only the dues owed to VFW National and the State are being processed here; the post has already received the post dues from the member.

Below is a processing example for both scenarios.

**Example: State (\$8.50) + National (21.50) = \$30.00**

To pull up the members who need to renew, Select the year in which the member will expire, and then click on Get Unpaid Members to bring up the list.

## Post QM Services: Transfer Members

Not to be confused with the **New Member Form**, the **Transfer a Member** function allows you to transfer both paying and non-paying members into your post.

### Transfer a Member

Non-Paying Transfer  
 Paying Transfer

ENTER A MEMBER'S LAST NAME OR CURRENT POST

Last Name:  OR Current Post:

AND

Card Number:

Non-paying transfers consist of Life and Annual members paid for the current membership year, whereas the paying transfers option is reserved for paying annual members or those converting to life or installment life. All you need for the transfer is the member's last name or Post number, and their current membership number. If you need assistance finding this information, call VFW National Headquarters at our toll-free number: 1.833.VFW.VETS (1.833.839.8387)

## Post QM Services: Convert to Life

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.

LIFE MEMBERSHIP FEE SCHEDULE			
<u>Age as of December 31st</u>	<u>One-Time Payment</u>	<u>Life Membership Installment Plan</u>	
		<u>Initial Payment</u>	<u>11 Payments of</u>
Through Age 30	\$425.00	\$45.00	\$38.64
31-40	\$410.00	\$45.00	\$37.27
41-50	\$375.00	\$45.00	\$34.09
51-60	\$325.00	\$45.00	\$30.45
61-70	\$290.00	\$45.00	\$26.36
71-80	\$225.00	\$45.00	\$20.45
81 And Over	\$170.00	\$45.00	\$15.45

The Convert to Life option allows you to easily upgrade an existing member through the OMS.

## Convert Member to Life

ENTER A MEMBER NAME:

OR

ENTER A CARD NUMBER:

**Search for Member**

All you need is your member's card number to proceed. Once the member's name and membership information is pulled up, you'll be provided with the option to pay for the upgrade through the Post, or current member's payment information.

Also, the Convert to Life option provides the member the choice between paying for a full Life membership, or enrolling in the **Life membership installment plan**. An email address must be provided for the member, so that the **Life member installment agreement** reaches their inbox.

## **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.

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 deducted from the Life membership fee.* After the initial payment, the member will have 11 monthly payments.

Upon enrollment, the member will receive an annual membership card. Once the Life Membership is paid in full, the member will be issued their Life membership card.

New members processed under the life member installment plan by the Quartermaster, will receive an email that requires them to complete the enrollment process. If the member fails to accept these terms within 15 days, the life member installment plan cancels and they are processed as an annual member.

Existing members who are processed under the life member installment plan by the Quartermaster, will be sent an email to complete the enrollment process. If the member fails to accept these terms within 15 days, the life member installment plan can not be processed, and is canceled.

As an alternative, and to avoid delays in processing, Quartermasters are encouraged to send completed enrollment forms to the National Headquarters for processing. This allows the proper documentation (terms & conditions) to be on file for the life of the plan.

Additional ways a member can enroll in the Life member Installment Plan:

- **Quick Renew:** This can be accessed by the member through our website [www.vfw.org](http://www.vfw.org), the VFW app, or membership renewal emails/texts.
- **Log in to Their OMS Account:** Once logged in, the member can select Upgrade to Life under the Membership Quick Links.
- **Member Service Center:** Members can call an MSC Advisor to initiate and complete enrollment. Our advisors can be reached by calling Member Services at 833.VFW.VETS (833.839.8387).

## **New Member Form (New Member Application)**

- New member applications can be downloaded and mailed in, or submitted through the OMS in Post QM Services. To access the New Member online, select **Post QM Services** and click on the **New Member Form** option at the bottom of the menu list. On the next page, the VFW Membership Application will appear.

- This feature will allow you to submit your complete member application through the OMS. You'll be provided with the option to pay for the applicant through the post or by applicant payment.
- New members can join as an annual member, a Life member, or as an annual member on the Life Member Installment Plan. The paper form of the New Member Application is still available for download in the **Membership Recruiting & Retention** section of **VFW Training and Support**.

## Reporting: A Brief Overview

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. Any maintenance done on your members during the specified period.
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 report 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 report details the Post payout by Legacy level, membership number and name, payment amount per member and total.

Recruiter Report – The Recruiter Report shows who and how many members have been recruited by members of your post during the membership year.

Legacy Life Members - Shows all current Legacy Life Members in your post.

Commander Challenge – The Commander Challenge reflects the current challenge issued by the Commander in Chief to drive membership goals.

Find Unpaid Members – Lets you search for unpaid members of your post by unpaid length or age range. You can generate a list of all unpaid members by not selecting any of the parameters and clicking Search.

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

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. A Member transfer will be counted with the previous post if they have been a member for less than a year.



## Post Query

Consider Post Query to be your most resourceful tool in uploading specific Membership Reports in real time. Post Query generates reports in three main categories: Memstat Counts, Post Counts and Unpaid. Below is a brief description of each category:

1. The Memstat Counts allows the Quartermaster to reconcile the total count credited to the Post. This is achieved by clicking each blue numeric total shown below each column heading.
2. The Post Counts is a current register of active Post members. This report does not list deceased members, transfers out, or canceled memberships. Any of these could have paid dues that have been credited to your Post for the current dues year prior to their inactivation.
3. The Unpaid section breaks your unpaid membership down by length of time and reflects deceased members.

Memstats Counts (paid for 2023)								
Life	New	Reinstate	Cont.	Total	Prior Year	Percent		
529	8	4	95	636	663	95.92%		
Post Counts (members in good standing)								
Life	New	Reinstate	Cont.	Expiring	Cont. Trans.	Non-Pay Trans.	Installment	Total
517	6	3	88	42	2	3	4	665
Unpaid								
Unpaid 1 Year	Unpaid 2 Years	Total Unpaid	Complete Roster			Deceased		
18	2	20	685			19		

Choose the subcategory of membership you want to generate a report for, and click on the total number of members represented by the blue number (for instance Unpaid 1 Year). A membership roster will appear below the three membership rows.

Each member's name, membership number, mailing address and contact information will appear in the new list. The member's membership type will display as Annual, Life or Continuous (for continuous annual members). Mailing addresses that are undeliverable will appear in red, providing you a scope of which members need to be contacted for address verification.

To make further adjustments to the report, click the download option to download the report into an excel spreadsheet. The download function also provides the ability to export or share the roster in a pdf format. However, if you prefer to print the report as displayed, click the print option instead.

Please note that the Post member report only reflects active membership from the past two membership years. Members who have been lapsed for more than two years can be found in the "Member Contact Information", "Find Unpaid Members" and "Renew Member" selections in Post QM Services. A deceased membership report for prior years must be submitted as an IT request.



## National Convention Registration

The submission of your Post registration must be completed in advance of the annual National Convention. Each post is required to pay a registration fee of \$25, which entitles the post to a packet of convention information and materials, and one identified registered delegate.

The easiest way to submit this document is through the National Convention Registration function available through your OMS profile on the online membership system.

## Election Report Filing

The submission of the post-election report officially recognizes the transfer of powers of the previous officer to the successor, including the quartermaster. Without the submission of this document, the recent election of new officers will not be officially recognized by VFW National Headquarters.

The easiest way to submit this document is through the Election Report Filing function available through your OMS profile on the online membership system.

- Select the "Election Report" menu on the left, and click on "Post Election Report Filing".
- Select the correct report year and **Hit Go**. The following screen will appear.

The screenshot shows a web form titled "Election Report". In the top right corner, there is a link that says "PRINT THIS REPORT". Below the title is a grey bar with a minus sign icon and the text "Post Information". Underneath this bar are three input fields: "Post Name:" followed by a greyed-out box, "Post #:" followed by a greyed-out box, and "Date of Election:" followed by an empty white box. Below these fields are two main sections. The left section is titled "Post Meeting Place" and contains several input fields: "Meeting Night(s)" with a greyed-out box, "Meeting Time" with a greyed-out box, "Building Name" with a greyed-out box, "Address" with a greyed-out box and an empty white box below it, "City, State, Zip" with a greyed-out box, and "Country" with a greyed-out box. The right section is titled "Post Home Information" and contains a list of checkboxes: "Rent" (checked), "Own" (unchecked), "No Post Home" (unchecked), "Clubroom/Canteen" (unchecked), "Provide Hall Rentals" (unchecked), and "Provide Military Funeral Honors" (checked).

- Complete the form.
- Check the "I certify" box at the bottom of your screen and click the on the **Submit to National** button.

## Tools, Products & Merch

Use this drop-down menu for quick access to all VFW products and merchandise, including new membership applications, online store products, and legacy citation certificates.

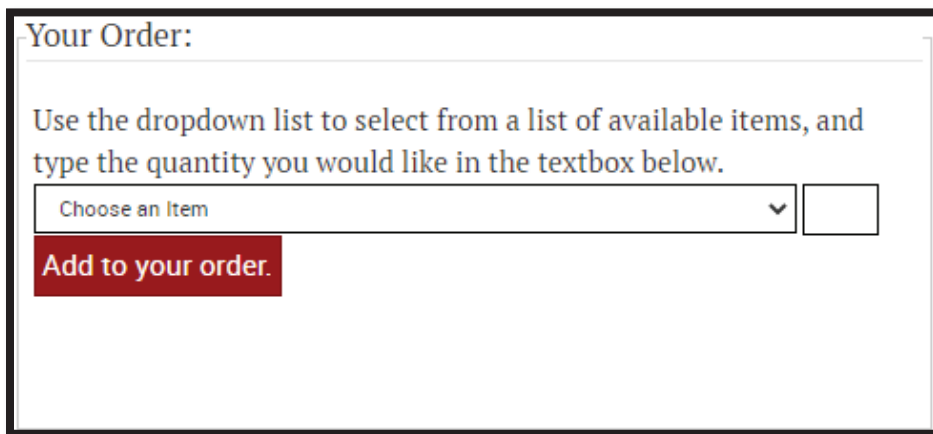
### Membership Order Form

Online bulk orders for all Post related literature (including new membership applications and brochures) can easily be submitted through the online Membership Order form. Before submitting your order, review the shipping address information in the “Ship To:” column on your left.

Your personal mailing information will already be populated, but the order can be shipped to anyone.

Any adjustments to the order’s shipping address, Department, District, Post, and contact email address are permitted. Select **Member** or **VFW Post Commander** from the Check One section below.

Select your item from the Choose an Item drop-down menu in the Your Order: column on your right for your next step. The product type and quantity amount of the order (example: Membership Application (25 per pkg)) will be provided for each item listing.



Your Order:

Use the dropdown list to select from a list of available items, and type the quantity you would like in the textbox below.

Choose an Item

**Add to your order.**

After your item is selected, click in the small box to your right, and type in a quantity number that represents the number of packages received per item. Click on the red **Add to your order** button to produce a summary of the order. You can also use this button to add multiple products to your order before submission.

If you approve of your order, click the red “Submit Order” button to submit. If the order does not meet your preferences, click on the red “Remove” button instead. Also, please note that Shipping Information detailing Shipping Cost and Sub-Total is provided below your order to inform your decision to purchase. Quotes for orders over \$75.00 are not provided and can only be determined by calling our Membership Department at VFW National Headquarters. Toll-Free Number: 1-833-VFW-VETS (1-833-839-8387)

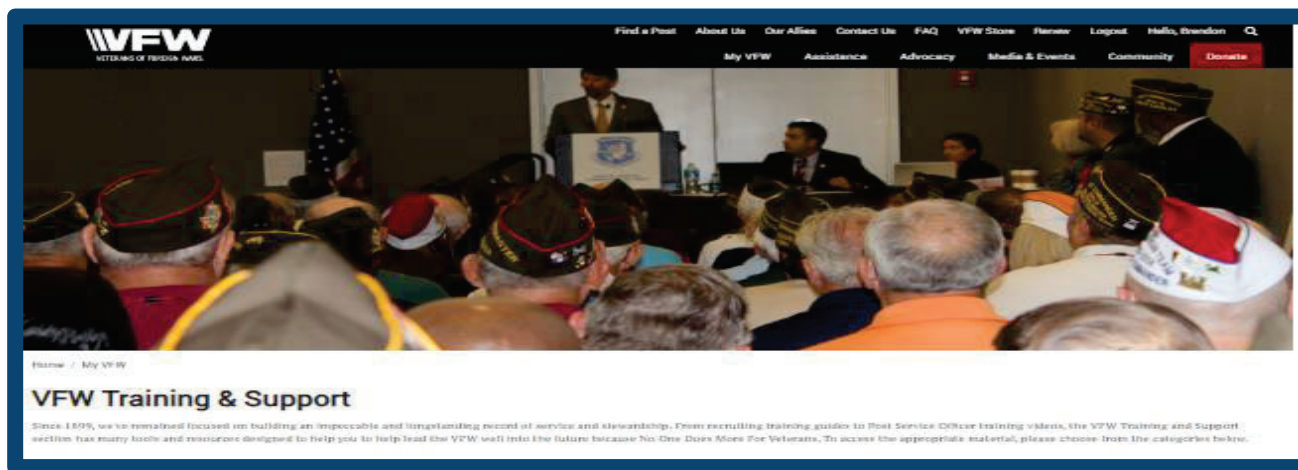
### Legacy Citation of Merit

Memorialize a fallen service member who was killed in Action with a tribute from your post with a commemorative Legacy Citation of Merit. Submit the fallen service member’s name, and branch of service, and shipping address before order submission. Once your order is submitted, please allow 6-8 weeks for delivery.

## VFW Store

Click this link for quick access to [www.vfwstore.org](http://www.vfwstore.org). Please note that your OMS sign-in for vfw.org will be the same sign-in (email address and password) used to access your store account (ID.me or non-ID.me login.)

## VFW Training and Support.



The VFW Training and Support page offers a wide range of resources in recruitment, documentation and community outreach. The resources provided on this page fall within six main categories.

- **Bylaws: Training, Forms & Templates:** This page offers most of the relevant documentation needed for quorums, reporting and officer related training materials.
- **Community Service & Youth Programs:** Information regarding Patriot's Pen, Buddy Poppy and Voice of Democracy will be found in this location. Program related promotional material is also available.
- **Membership Recruiting & Retention:** Recruitment and retention is key to the health of your post and the VFW at large. Membership applications, training videos and webinars, and other recruiting tools will be found on this page.
- **Communications & Public Affairs:** Make your voice heard by taking advantage of the media training assistance provided. PSAs, websites and social media guides, and press release templates will be found here.
- **Post Service Officers:** The VFW prides itself in helping our vets navigate through the intimidating bureaucracy of the VA. Your Post Service Officer will find all of the resources needed for navigating the red tape of the VA Claims process. Also available in this section is our Hip Pocket Training Series.
- **Veterans & Military Support:** VFW liason's and chairmen will find a decent, general overview of the assistance programs offered by the VFW. Information regarding Unmet Needs, the Military Assistance Program, and Sport's Clips Help A Hero Scholarship will be found in this area, including relevant promotional material.
- **VFW Department Resources:** Fundraising resources, including mailings, add ticks, will be found through this link.

*In the event you need to mail membership applications to National Headquarters, the following section will assist you.*

# VFW Membership Form Information.

VFW MEMBERSHIP APPLICATION		NATIONAL COPY ver. 2/22	
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.			
NAME FIRST _____ MIDDLE _____ LAST _____		MEMBERSHIP TYPE (choose one)	
ADDRESS _____		<input type="checkbox"/> ANNUAL (1 year) \$ _____ <input type="checkbox"/> ANNUAL (2 years) \$ _____ <input type="checkbox"/> ANNUAL MEMBERSHIP WITH AUTO-RENEWAL \$ _____ <input type="checkbox"/> LIFE MEMBER - FULL FEE \$ _____ <input type="checkbox"/> LIFE MEMBER INSTALLMENT PLAN: \$45.00 initial payment/11 monthly payments	
CITY _____ STATE _____ ZIP _____		Life Membership Fee schedule on reverse side. Automatic Payment Plan and Installment options require credit/debit card for processing. By signing this application you acknowledge and agree to the terms and conditions of the Automatic Payment Plan and Installment options, if selected.	
EMAIL _____			
DATE OF BIRTH _____ GENDER: _____		<b>QUARTERMASTER - PLEASE FILL OUT</b> <input type="checkbox"/> NEW Post No. _____ <input type="checkbox"/> FORMER MEMBER ID No. _____ <input type="checkbox"/> TRANSFER From Post No. _____ to Post No. _____ <small>transfer complies with Sec. 107</small>	
PHONE _____ SSN (optional) _____			
BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES <input type="checkbox"/> COAST GUARD <input type="checkbox"/> SPACE FORCE		<input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> card no.	
QUALIFYING CAMPAIGN MEDAL(s) and/or SERVICE _____		Exp. Date _____ / _____    AMOUNT: \$ _____ SIGNATURE: _____	
DATES OF SERVICE: _____			
LOCATION OF QUALIFYING FOREIGN SERVICE: _____		RECRUITER (please print) name _____ member no. _____ QUARTERMASTER: signature _____ member no. _____	

Extra copies of these forms may also be requested from your Department or the VFW Membership Department.

- The top copy of the membership application is for National Headquarters use and should accompany the Post Quartermaster Transmittal Summary Form (PQMT-01).
- A temporary receipt (which is found on the Post's copy) is given to the member.
- Retain second copy of the membership application form for your Post records.
- Annual 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.
- Do not forward new member admission fee to National Headquarters. The Post Quartermaster should transmit the admission fee to their Department Headquarters.
- Life Membership application forms must be forwarded with the full amount of the Life Membership. Post dues will be disbursed after processing.

Prior to submitting, please ensure this form is signed by the Quartermaster. If it is unsigned, it will not be processed but returned to the Post.

For our members' convenience, acceptable methods of payment are checks, money orders, American Express, Discover, MasterCard and Visa credit cards. We recommend that you do not mail cash.

## Legacy Membership: Application

The Legacy 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 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 annual or 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 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 part with engraved Legacy Life card, will be sent out to the address that is provided.



### Legacy Life Membership Application

- 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.

<b>Member Incentives</b>	<b>Bronze \$400</b>	<b>Silver \$800</b>	<b>Gold \$1200</b>
Plated Engraved Legacy Life Card*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Lapel Pin*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Hat Pin*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinctive VFW Store Items for Legacy Life Members*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Membership Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Recognition on Internet & Convention Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Hat Patch*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized Brick at Centennial Plaza*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFW Store Discounts (personal use only)*	5%	10%	15%
Annual Endowment to Post	\$6	\$12	\$18
Annual Endowment to Department	\$6	\$12	\$18

\* does not apply to Memorial Legacies



- Notice how the endowment level of giving corresponds with the Legacy level.
- On the enrollment form, be sure to mark whether the member wants a one-time Endowment payment or to continue the annual endowment.
- 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.
- With the annual endowment, the Legacy level payment will continue annually after the member's death.
- Installment options are also 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 through online enrollment.

**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 Member.

\_\_\_\_\_ **MY NAME**

- On the enrollment form, be sure to mark whether the member wants a one-time Endowment payment or to continue the annual endowment.

## Post-Continuous Transmittal Form

The Post-Continuous Transmittal Form is used to pay for several, continuous members at one time by check. This form, however, is not to be used for the transmittal of new member transfers, Life membership or installment Life members. It is only to be used for transmitting annual members of your post. Before the form is sent in, make sure that all of the following is submitted.

- Forward the completed form with payment to VFW National Headquarters.
- Indicate your Post number and Department on the upper right side of the form.
- List the membership number and the name of each member being submitted.
- Only list the members address if it is different than what is on record.
- List recruiter information if applicable.
- Indicate on the bottom of the form the total amount being remitted.

**STOP**

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

This form is to be used to transfer 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 Continuous Member Transmittal Form**

Post Number \_\_\_\_\_  
Dept \_\_\_\_\_

Membership Number	Member Name	Address Change complete only if address differs from what is currently on file				Dues Amount	Transfer Card Number	Regular Name
		Street Address	City	State	Zip			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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14								
15								
16								
17								
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19								
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21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

Total Amount Being Remitted \$ \_\_\_\_\_

## Member Change Request Form

The Member Change Request Form (MCR) should be used to report changes for both annual and Life members. Before the form is sent in, make sure that all of the following is submitted.

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 members’ 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**

Annual Member   
  Replacement Card   
 Old Post No. \_\_\_\_\_   
  Report Death \_\_\_\_\_  
 Life Member   
  Post Transfer   
 New Post No. \_\_\_\_\_   
  Accidental Death \_\_\_\_\_ (SOURCE OF INFORMATION)  
 Member No. \_\_\_\_\_   
 Location \_\_\_\_\_ (CITY/STATE)   
  Post AD&D Insurance

Member Name \_\_\_\_\_

Old Address \_\_\_\_\_  
(STREET, CITY, STATE, ZIP)

New Address \_\_\_\_\_  
(STREET, CITY, STATE, ZIP)

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 03/05

## Post Quartermaster Transmittal Summary Form (PQMT01)

This form is a tool to assist a Post Quartermaster in correctly balancing a membership transmittal. Before the form is sent in, make sure that all of the following is submitted.

**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.**

<b>Continuous</b>	No. of Members _____	\$ Dues Amount (National and Dept. portion only) _____	=	\$ Total _____
<b>New &amp; Reinstated</b>	No. of Members _____	\$ Dues Amount (National and Dept. portion only) _____	=	\$ Total _____
<b>Life Members</b>	No. of Members _____	\$ Life Member Fees _____	=	_____

**TOTAL AMOUNT THIS TRANSMITTAL \$ \_\_\_\_\_**

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

PQMT-01 REV. 0104

- Indicate your Post number and Department on the form.
- Record the number of members being submitted and multiply the dues amount for the total.
- 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.
- The 2nd copy should be retained for the Post records.

### **Authorization Agreement for Automatic Deposits (ACH Credits)**

The ACH Authorization Agreement grants the VFW permission to send your Post's share of member dues directly to the Post banking account. Any reported changes to banking information must also be submitted through this document. Also, don't forget to include a copy of a voided or cancelled check with your documentation. Special requests for this document can be made by emailing us at [MSC@vfw.org](mailto:MSC@vfw.org).

**FOR DIRECT DEPOSIT, PLEASE MAIL OR FAX THE BELOW COMPLETED FORM TO:**

VFW NATIONAL HEADQUARTERS  
 ACCOUNTING DEPT  
 406 W. 34TH ST., SUITE 1100  
 KANSAS CITY, MISSOURI 64111





**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

**Attention Quartermasters**

An email notification will be sent to the Post's V-mail account after each ACH Deposit has been transmitted providing the date of deposit and amount. If your Post would like to also receive an email message to a different email account, please provide below.

VFW DEPT OR VFW POST/AUX NAME \_\_\_\_\_ TAX ID NUMBER \_\_\_\_\_

I (we) hereby authorize Veterans of Foreign Wars of the United States, hereinafter called VFW of US, to initiate credit entries and to initiate, if necessary, debit\* entries and adjustments for any credit entries in error to our  Checking or  Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit\* the same to such account.

**DEPOSITORY/BANK**

NAME \_\_\_\_\_  
BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ROUTING NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_



This authority is to remain in full force and effect until VFW of US has received written notification from me (or either of us) of its termination in such time and in such manner as to afford VFW of US and Depository a reasonable opportunity to act on it.

**POST QUARTERMASTER**

NAME \_\_\_\_\_  
DAYTIME PHONE NUMBER \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_  
DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

Be advised, it takes approximately 1 week to process, therefore, it is important to return this form as soon as possible.

FOR DIRECT DEPOSIT, PLEASE MAIL OR FAX THIS COMPLETED FORM TO:  
VFW NATIONAL HEADQUARTERS  
ACCOUNTING DEPT  
ATTN: DONALD HOLLAND  
406 W. 34TH ST., SUITE 1100  
KANSAS CITY, MISSOURI 64111816-756-3390 Ext 6230 / FAX 816-968-1137

**PLEASE ATTACH VOID OR CANCELLED CHECK HERE**

\*Debits will only be initiated to correct an error. Under no circumstances will the Debit exceed the error amount. Application will not be processed if there is no void check or deposit slip attached.

## Important Information

- 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 business 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.
- Annual Dues - payments are made to Posts by electronic deposit only. These are paid monthly for annual memberships.
- 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.
- 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.

- Duplicate payments for annual dues, received from the member or the Post, will be processed and extend the membership “Paid Thru Date.”
- To replace a lost or damaged annual or Life member card, you may go online to the VFW website at [vfw.org](http://vfw.org) or call us.
- 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, call us at 833.VFW.VETS (833.839.8387) or order online at [vfwstore.org](http://vfwstore.org).
- 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.
- A Quartermaster has both the fiduciary and ethical obligation to the 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 Information**

If you need further assistance with OMS and Dues Processing, please contact us at:

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

Toll-free number: 1.833.VFW.VETS (1.833.839.8387)

Email: [msc@vfw.org](mailto:msc@vfw.org)