

National Society Daughters of the American Colonists

ANNUAL PRINTOUT OF MEMBERS INSTRUCTIONS

The Annual Printout of Members is enclosed. Return the completed printout, forms and one remittance check in the enclosed envelope **no later than December 1, 2007**. Make a copy of all mailed forms for your records.

The chapter or state EIN# is located on the top left corner of the printout. The IRS has verified this number. Please make sure all of your records reflect the correct number.

On the printout, under the national number for each person is a letter. The "A" means active status and dues need to be paid for this member. The "E" means emeritus status and dues do not have to be paid for this member. No new emeritus status will be granted.

Carefully review the accuracy of the information listed for each member (including mailing address, **zip code with the last 4 digits**, phone number and e-mail address). Be sure to indicate the member's mailing name preference on the printout. **Make any corrections or additions directly on the printout in red or blue pen and then circle "Change."** Circle "OK" only if all information is accurate. It is very important to have this information as accurate and complete as possible. Record payments as dollar amounts in the appropriate space below the address. Do not record a payment on the printout unless the money is enclosed. Do not include state dues on the printout sent to National Headquarters.

New members approved at the October board meeting are not listed on this printout. Their dues were included in their application fee. Do not add them to your printout of members unless they wish to order *The Colonial Courier* and/or the 2008 *NSDAC Yearbook*.

If a member is not listed on the Annual Printout of Members white sheets, it means that her last year's national dues payment was not received. Members who are in arrears are listed on the pink sheets. Complete the pink sheets just as you would the white sheets but include the dues for the previous year plus the current year's dues. This will put the member in good standing.

The annual national dues of \$15.00 is due no later than December 1. Members who want to order the 2008 *NSDAC Yearbook* at the \$10.00 price should place their order on the printout; after December 1, 2007, yearbooks are \$15. **All yearbooks will be shipped October 2008.** Members who want to purchase subscriptions to *The Colonial Courier* (\$5.00 for 3 issues) should place their order on the printout. All dues, subscriptions and orders after December 1 (after mailing the Annual Printout of Members) should be submitted on the enclosed Treasurer's Remittance Form.

All of the members' fees recorded on the printout should be totaled by category (dues, *The Colonial Courier*, *NSDAC Yearbook*), and the totals entered on the Annual Payment Summary. Fees and payments should not be recorded on the Printout of Members or on the payment summary unless the money is included in the remittance check. **Please send only 1 check and use the enclosed envelope. Do not send your packet registered mail or any other way that requires a signature. Your package may be returned since our office is only open two days a week.**

Once these forms are received, they are reviewed for accuracy and posted to the official membership list. It is very important that each member's information is current and accurate and payments be clearly marked. Errors slow the posting process, and cause delays in subscriptions and mailings along with additional expenses to NSDAC.