

# **MOCA GRAND MEMBERSHIP TRANSMITTAL FORM**

Grand Treasurer,

If you use a computer to complete this form all the Treasurers have to do is identify the Auxiliary, type in the Auxiliary member name that is being processed, select New, Continuous, or Reinstated. The new Auxiliary Transmittal form will be available on the MOCA web site: LOTCS.ORG/ click on the MOCA emblem select FORMS/membership or treasurer tab.

If you do not use a computer to complete this new form, please print the members name so that Supreme Treasurer can read the name of member that is being processed. Or you can make a copy of the Auxiliary transmittal and send it with your info without having to duplicate the names and member numbers, just fill this sheet out like the old form Aux #, name how many of each member type and totals

If the member is a NEW member - attach a copy of the new application form.

If the member is a Reinstated Member, attach a copy of the new application form or Address update form. (Addresses, phone, etc. may have changed).

The Grand transmittal is basically the same as the Pup Tent Transmittal form. Also, the Grand per capita tax is not on the Grand transmittal form. The instructions for completing either form is basically the same.

To complete the form, fill out the top of the form which is self-explanatory.

Either fill in the appropriate info below or attach the auxiliary transmittal you are processing.

In the AUX column – Put your Auxiliary number.

In the Name column – Put the name of the member being processed.

In the N/M (New Member) Column - Put a “1” if it is a NEW member bring processed.

In the C/M (Continuous Member) Column – Put a “1” if it is a continuous member being processed.

In the R/M (Reinstated Member) Column – Put a “1” if it is a reinstated member being processed.

In the Supreme PCT (Per Capita Tax) – Put in \$5.00 if processing by hand or leave it blank if using a computer (it will automatically put in \$5.00).

In the TOTAL Column – If processing by hand put the total for the row being processed (This should only be Supreme PCT), if processing using a computer the Total Column should fill in automatically.

Send the completed transmittal and all applications and a check to the Supreme Treasurer, and save a complete copy for your records.

**E-Mail completed form to the Supreme Membership Chairman:**

**DWMARTIN8953@COMCAST.NET 703-407-6519**

604 Braddock Ave

Turtle Creek, PA 15145