



Remittance of Funds Report

Remitter Information

Chapter _____
Total Amount Remitted: \$ _____

FOR FINANCIAL SECRETARY USE

TRANSACTION DATE: _____
PROCESSED BY: _____
DATE PROCESSED: _____
REMITTANCE NO: _____

Table with 5 columns: PLEASE PRINT OR TYPE, Member Type (Associate, Regular, Life), Dues (00 Life Member or 2016 Grad, 50 National Dues, 500 Life Member (Regular), 750 Life Member (Purple), 1000 Life (Purple and Black), Life Member (Partial)), Class Year, Special Comments. Rows include PRESIDENT, VICE PRESIDENT, CORR. SECRETARY, and TREASURER.

NATIONAL DUES: Members X \$50.00 =
CHAPTER DUES: Current PAST DUE

PAST DUE FEE OF \$50 IS ASSESSED FOR REMITTANCE FORMS POSTMARKED AFTER OCTOBER 31

REMITTER INFORMATION:

Name _____ Title _____
Address _____
City _____ State _____ Zip _____
Phone: _____
Email: _____

PLEASE REVIEW THE INSTRUCTIONS ON PAGE THREE!!



PAGE NUMBER

Remittance of Funds Report Cont.

Remittance No.

| PLEASE PRINT OR TYPE (In Alphabetical Order) | Member Type <i>(Associate, Life, Grad, or Regular)</i> | Dues | Class Year | Special Comments |
|---|---|--|------------|------------------|
| Name _____ <input type="checkbox"/> Address _____ City _____ State _____ Zip _____ Email Address _____ Telephone: _____ | | <input type="checkbox"/> \$ 00 Life Member or 2016 Grad <input type="checkbox"/> \$ 50 National Dues <input type="checkbox"/> \$ 500 Life Member (Regular) <input type="checkbox"/> \$ 750 Life Member (Purple) <input type="checkbox"/> \$ 1000 Life (Purple and Black) <input type="checkbox"/> \$ ____ Life Member (Partial) | | |
| Name _____ <input type="checkbox"/> Address _____ City _____ State _____ Zip _____ Email Address _____ Telephone: _____ | | <input type="checkbox"/> \$ 00 Life Member or 2016 Grad <input type="checkbox"/> \$ 50 National Dues <input type="checkbox"/> \$ 500 Life Member (Regular) <input type="checkbox"/> \$ 750 Life Member (Purple) <input type="checkbox"/> \$ 1000 Life (Purple and Black) <input type="checkbox"/> \$ ____ Life Member (Partial) | | |
| Name _____ <input type="checkbox"/> Address _____ City _____ State _____ Zip _____ Email Address _____ Telephone: _____ | | <input type="checkbox"/> \$ 00 Life Member or 2016 Grad <input type="checkbox"/> \$ 50 National Dues <input type="checkbox"/> \$ 500 Life Member (Regular) <input type="checkbox"/> \$ 750 Life Member (Purple) <input type="checkbox"/> \$ 1000 Life (Purple and Black) <input type="checkbox"/> \$ ____ Life Member (Partial) | | |
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REMITTANCE OF FUNDS REPORT INSTRUCTIONS

1. List the name of Life Members who have paid local dues and Graduates of the previous year who have associated with the Chapter.
2. List full name, and contact information of each person listed. Please use the first four contact information sections to identify the Chapter's Constitutional Officers.
3. If there are other officers, please list their position next to their name. Please replicate the second page as necessary.
4. If a member is making a Life Membership partial or upgrade payment, please indicate the type of payment in the *Special Comment* section.
5. Chapter or At-Large Dues must be paid for Members making partial payment toward Regular Life Membership during this interim to be considered an active member) (Paid in full or in increments of \$125.00 over a period not to exceed four years).
6. Please keep copy for chapter records and receipts will be sent upon request only.
7. There is a \$35 NSF Fee for all returned payments from our financial institution.
8. All payments should be made payment to **MBC National Alumni Association**
9. Payments should be forwarded to the following address:

Morris Brown College National Alumni Association
Financial Secretary
P.O. Box 92784
Atlanta, Georgia 30314
10. Please allow 10-12 business days to be processed in the membership database after mailing it to the PO Box.
11. Late fee is assessed for annual dues remittance forms **postmarked after October 31.**

**DO NOT RETURN THIS PAGE
WITH YOUR REMITTANCE!**