

# ADD CODE "C"

## REQUEST TO EXCLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS

DATE: \_\_\_\_\_

MEMO TO: Department Headquarters of \_\_\_\_\_

FROM: \_\_\_\_\_ Post # \_\_\_\_\_

*Signature of Post Adjutant*

The following member(s) should not receive renewal notices through National's Direct Renewal Program. Exclusion will continue until National is notified otherwise by the Post/Department.

- 1)  Please "X" if member has been awarded an Honorary Life Membership by Post (See "Notes" below)

Member's Name \_\_\_\_\_ Member ID # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

- 2)  Please "X" if member has been awarded an Honorary Life Membership by Post (See "Notes" below)

Member's Name \_\_\_\_\_ Member ID # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

- 3)  Please "X" if member has been awarded an Honorary Life Membership by Post (See "Notes" below)

Member's Name \_\_\_\_\_ Member ID # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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NOTES:

- This form is used to report members who should no longer receive renewal notices due to special or unusual circumstances; their records will be "C-coded" and the annual membership register will reflect a "C" in the Exchange Flag column. (Example: A member who is in a care facility and has requested the notices to be discontinued.) This form is also used to report members who have been awarded an **Honorary Life** membership by their Post; an "H" will appear in the "Type" column of the member's record on the annual membership register. This form shouldn't be used for any other purpose.
- **Do not** use this form to report deceased members, please submit a Member Data Form.
- **Do not** request "C-codes" for PUFL members, Honorary Life members or Department Life members since their "Type" codes (P, H, and L) **automatically exclude** them from all renewal notice mailings.
- Once a member's record is coded to be excluded from direct renewal mailings, it will continue to reflect that code until National receives an authorized request to allow renewal notices to resume.