



**Marine Corps League
Department of North Carolina
Notes for Detachment Paymasters (March 2025)**

IMPORTANT NOTE: Do not send a transmittal directly to National HQ. **ALL TRANSMITTALS ARE REQUIRED TO GO THROUGH THE DEPARTMENT.** They will be returned to the Detachment if they do not go through the Department.

1. Reinstatement/Renewals of Delinquent Members

- a. Annual memberships are valid from 1 September of the current year to 31 August of the next year.
- b. Delinquent members are not considered **“Not in Good Standing”** and show on roster with **“N”** under **“Paid”** column.
 - i. Delinquent members cannot be transferred until made current in the original Detachment.
 - ii. Delinquent members cannot vote on Detachment business.
 - iii. Delinquent members cannot vote on Department business.
 - iv. Delinquent members cannot be counted in Voting Strength of Detachment for National Convention.
 - v. Delinquent members cannot be installed in a position in Detachment or Department or National.
 - vi. Dual members who are delinquent in one Detachment will be considered delinquent in all Detachments.
- c. Delinquent members will be held in Delinquent status on the National Data Base for 1 year. If showing on roster after end of year, submit a **“Drop Request”** on transmittal.
- d. Dropped members may be Reinstated (RI) by using the **RI** code on transmittal sent to National through Department with payment of one-year dues.

- i. A membership application or **Statement from the Detachment Commandant (see AP7-7a, b, c) is required to be sent along with all RI transmittals.
- ii. **Statement must verify that member understands original enrollment date will be deleted. Verify members have not committed a felony during delinquency period. Verify member does not have a pending Chapter 9 case or is currently suspended or expelled from the Marine Corps League.
- iii. Reinstated members will retain their original member number.
- iv. Reinstated members will not keep original “Member Since” date.
- v. Reinstated members will not receive a new member pin.
- vi. Reinstatement cannot be processed for members less than 1 year delinquent.
- vii. If a dropped/delinquent member chooses, he or she can Renew (R) instead of Reinstate (RI) but the member must pay all back dues to keep original “Member Since” date. All members will keep their original member number. Submit a transmittal for all back dues.

2. Transfer of Members

- a. When a member wants to move membership to another Detachment, the member can only transfer if they are in “Good Standing” (dues paid) in the current losing Detachment, and they provide you with a Transfer Form completed and signed by member and losing Detachment.
 - i. With proper documentation, submit transmittal with Transfer (T) code on transmittal along with the completed Transfer form with all signatures. The gaining Detachment will determine if the member is accepted and complete Gaining Detachment information with signature on the Transfer Form.
 - ii. Members cannot be transferred if they are delinquent in the losing Detachment.

- iii. Members cannot be transferred if they do not provide you with a Transfer form signed by their losing Detachment and signed by a member.

b. Gaining Detachment

- i. Do not process a renewal payment for a delinquent member.
- ii. Do not accept payment for renewal of member paying to losing Detachment. If a member is delinquent, they must pay their dues to the losing Detachment to bring them current.
- iii. Gaining Detachment cannot pay dues to bring member current.
- iv. Do submit a transmittal with the required Transfer form.

c. Losing Detachment

- i. Do ensure the member is current and in Good Standing.
- ii. Do sign transfer form.
- iii. Do provide a copy to members for Gaining Detachment.
- iv. Do not submit a transmittal to transfer members to another Detachment. This is done by gaining detachment.

- d. If you need assistance with contact information for the losing Detachment, gaining Detachment, or getting cooperation in completing transmittals or transfer forms, contact the Department of NC Assistant Paymaster for assistance.

3. Notice of Death (NOD)

- a. The Detachment Chaplain should complete a Notice of Death (NOD) form and send to the Department Chaplain (retain a copy for your records).
- b. The Detachment Paymaster should complete a Notice of Death (NOD) Transmittal and send it via email to the Department Assistant Paymaster with the Notice of Death form attached. The Assistant Paymaster will submit it to National who will, in turn, change the members' status to deceased.

4. Paid Life Member (PLM) Audit

- a. When you receive a PLM audit with the June roster, verify the information and if you have any deceased members on the audit, submit a NOD form to the Department Assistant Paymaster when you submit the certified PLM audit.
- b. Audits must be signed and dated by the Detachment Commandant and Paymaster.
- c. Life members do not become eligible for interest payout until the second anniversary of their Life Join date.
- d. Deceased members are not eligible for payout of PLM interest money from the day they are marked deceased.
- e. The Detachment will not receive PLM payout if you do not return PLM audit to the Department Assistant Paymaster by 1 October of the current year.
- f. To receive PLM payout, Detachment checking account must be kept current with Department Paymaster.

5. Member Cards and Gold Life Plates

- a. Members will not receive a new plastic card from National each year.
- b. New plastic cards will be sent to new members with no expiration date.
Cards will be sent after the transmittal is processed by National and will be sent to the Detachment Paymaster along with Membership pin for distribution.
- c. Members will receive a new plastic card when transferred (T).
- d. Members will receive a new plastic card and gold plate when paying for Life (L) membership.
- e. Current Life Members should go online to order a plastic card or replacement Gold Life Plate.
- f. Gold Plates take up to 12 weeks. National will send them to Detachment Paymaster when they are received.
- g. Members will receive a new card when joining another Detachment as a New Dual (D) member.
- h. Any other card will have to be purchased on line at [Marine Corps League](#).

- i. Contact the Department Assistant Paymaster and provide check number and transmittal number if you have not received a plastic member card shortly after you receive your copy of the completed transmittal with new member, transferred member, new dual member, or new life member via email.

6. New Member Transmittals

- a. Attach a copy of the signed member application with transmittal under New (N) code and send it to the Department Assistant Paymaster. National cannot process a new member without a new member application. The transmittal will be sent back to the Detachment by the Department if received without a copy of the signed application.
- b. A member's DD214 is not to be sent with transmittals. National, nor the Department, need a copy. The Detachment is responsible for confirming the documentation.
- c. New members joining between 1 March and 30 June pay partial National dues of \$15, and their expiration date will be 1 September of the same year. New members paying full dues during this time will also receive an expiration date of 1 September of the same year. If \$25 is paid, National will place a partial dues payment of \$10 on the following year.

7. Transmittal Copies

- a. A copy of each transmittal should be retained at the Detachment and the Department.
- b. Only one copy of a transmittal is needed at National. National will scan it and return it to the Detachment Paymaster via email.
- c. Send one copy of the transmittal to the Department Assistant Paymaster, **along with a single check made out to MCL DoNC** which includes both Department dues and National dues.
- d. Transmittals may be submitted by email to the Department Assistant Paymaster, with a check mailed immediately. This will give the Department Assistant Paymaster time to process the transmittal while waiting for

payment to arrive. Through email, the Assistant Paymaster will acknowledge the receipt of the transmittal, receipt of the check, as well as inform the Detachment Paymaster when the transmittal has been forwarded to National. When sending one check, indicate the amount in the Department entry while leaving the National entry blank.

- e. National dues amounts are indicated on the transmittal forms.
- f. Department dues are \$5 for each year for new members and member renewals.
- g. If a member wishes to become a Paid Life Member, their dues must be current. If not, the members must pay their annual dues first, then they can pay their Life Member dues.
- h. If the member is current with their annual dues, you may submit the Life Member dues only. No additional fees are required for the Department.

Life Membership Fees effective 1 July 2023:

\$1000.00 – 35 years of age and lower

\$ 800.00 – 36-50 years of age

\$ 600.00 – 51-64 years of age

\$ 400.00 – 65-84 years of age

\$ 100.00 – 85 years of age and higher

8. **Report of Officer Installation (ROI)** ROIs are sent to the Department Assistant Paymaster who will in turn forward them to the Department Adjutant, respective DVC, and National HQ. They are used for several reasons.
- a. Submit whenever there is a change in an officer position. You only need to submit the *new* information on the ROI.
 - b. Submit whenever there is a change in the time, day or location of the Detachment's regular meetings. Again, you only need to submit the changed information.

9. Membership Payment Disputes

- a. If you do not agree that a member is delinquent, send the following information to the Department Assistant Paymaster:
 - i. Complete name and member number of member
 - ii. Provide check number and check status
 - iii. Provide a copy of the transmittal
- b. If you are unsure whether a member is delinquent, email the Department Assistant Paymaster with the member's complete name and member number and he will check the member's status in the National database and let you know. Hopefully this will alleviate delays in getting members taken care of expeditiously.

10. Reporting Problems

- a. Detachments are not to contact National to report problems. Phone calls to National slow the processing of transmittals and slow the resolution of problems.
- b. To report a problem, forward the following information to the Department Assistant Paymaster:
 - i. Member full name as listed on roster along with member number
 - ii. Give a statement of the problem
 - iii. Provide back information with a copy of transmittal for reference
 - iv. Provide a check number and cleared check status

Department of NC Assistant Paymaster Contact Information

Colin Mayo
Marine Corps League
Dept of NC Assistant Paymaster
2734 Farm Life School Rd
Carthage, NC 28327
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Key Events/Filings

Annually:

- a. IRS Form 990-N with fiscal year end of June 30. Submit in July and send a copy of confirmation screen to the Department Assistant Paymaster.
- b. Paid Life Member Audit (PLM) Submit prior to September 1 to the Department Assistant Paymaster.

Event Driven:

- a. Reports of Officer Installation
- b. Transmittal Forms for Dues Payments, Transfers, Notices of Death, Life Member Applications, New Member Applications.
- c. Notice of Death (NOD) Forms to Department Chaplain and Department Assistant Paymaster (along with Transmittal Form with the NOD code).

Resources

[Marine Corps League Library](#) – All required forms can be found here.

[Marine Corps League Member Library](#) – The National Administrative Procedures (2024)

Manual can be found here as well as several training videos and courses regarding Paymaster duties.

[Department of NC Website](#)