



**TRANSMITTAL FORM**

Tracking # \_\_\_\_\_  
(for State Society use only)

**MAIL TO:** National Society of the Sons of the American Revolution  
809 West Main Street • Louisville, KY 40202-2619

**DATE** \_\_\_\_\_

**FROM:**  
**STATE SECRETARY** \_\_\_\_\_ **STATE SOCIETY** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

Enclosed is Check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_, as required for the transactions described below.

**Make checks payable to NSSAR Treasurer General.**

**IMPORTANT: SEE BACK OF FORM FOR FEES, DUES, CODES, AND INSTRUCTIONS!**

TRANSACTION CODE	NAME	MAILING ADDRESS: CITY, STATE, ZIP	NATIONAL #	AMOUNT PAID
				FEES _____ DUES _____ TOTAL _____ <i>Is this a new address?</i>
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				FEES _____ DUES _____ TOTAL _____ <i>Is this a new address?</i>

**ONE transmittal form is to be used to report ONE application/transaction type.**

## TRANSACTION

CODE	MEMBERSHIP APPLICATION TYPES	FEE+DUES=TOTAL	
N	NEW – Regular New-Member Applications	\$ 80	\$ 35 = \$115
	Each Additional Applicant on Family Plan (on same line/patriot)	30	35 = 65
	Relatives of SAR, DAR, or C.A.R., age 18 through 24 (on same line/patriot)	30	35 = 65
CAR	C.A.R. Applicant – A. Current C.A.R. member in good standing, age 18-22	0	35 = 35
	B. Current C.A.R. member in good standing under 18	0	5 = 5
J	JUNIOR – (Under 18) New Member Applications: A. On NEW line or patriot	80	5 = 85
	B. On APPROVED line and patriot or as part of a Family Plan	30	5 = 35
M	MEMORIAL MEMBER (Deceased male relative of active SAR member, within two generations)	80	35 = 115
Y-R	YOUTH-TO-REGULAR (Youth Registrant, age 18+)	0	35 = 35
	SAR Youth Registrant, aged out, transferring to Regular Membership		
Y-J	YOUTH-TO-JUNIOR (Youth Registrant, under 18)	0	5 = 5
	SAR Youth Registrant, under 18, transferring to Junior Membership		
S	SUPPLEMENTAL Applications	60	0 = 60
	Each Additional Supplemental Application on Family Plan (on same line/patriot)	30	0 = 30
ARE YOU SENDING MULTIPLE SUPPLEMENTALS SUBMITTED BY THE SAME MEMBER? LIST ON ONE TRANSMITTAL FORM, NAMING EACH SUPPLEMENTAL SEPARATELY – IN THE “NAME” COLUMN, LIST EACH AS FOLLOWS: MEMBER’S NAME/PATRIOT’S NAME.			
L	NATIONAL LIFE MEMBERSHIP – INCLUDE LIFE MEMBERSHIP APPLICATION (SEE LIFE MEMBERSHIP DUES TABLE)		

## TRANSACTION

CODE	OTHER TRANSACTION TYPES	FEE + DUES=TOTAL	
D	ANNUAL DUES SUBMITTED BY A STATE SOCIETY WITH ITS ANNUAL REPORT		
R	REINSTATEMENT of Inactive Member in same State Society (no additional form necessary – simply list on reverse side)	\$ 0	\$ 35 = \$ 35
RT	REINSTATEMENT-TRANSFER – INCLUDE FORM 0918 Inactive Member, reinstating in different State Society than that of his prior (lapsed) membership	✓ [10]	35 = 35 [or 45]
T	TRANSFER – INCLUDE FORM 0919 Active Member, transferring from one State Society to another	✓ [10]	0 = 0 [or 10]
✓ [Fee charged ONLY for RECORD COPY, if required by incoming State Society]			

**NOTE:**

**ONE transmittal form is to be used to report ONE application/transaction type OR MULTIPLE application/transaction types, ONLY if all are listed above within the same box above. Examples:**

- **Multiple Supplemental applications** may be reported on the *same* transmittal form. (As stated above, if more than one supplemental is being submitted for the same member, indicate the Patriot’s name, as well as the member’s name.)
- **Youth Transfers (Y-R, Y-J)** may only share the same transmittal form with other Y-R and/or Y-J applications. (Indicate National Youth Registrant # in the National # column.)
- **Regular, C.A.R. Applicant, Junior, and Memorial Membership applications** may be combined on one transmittal.
- **ALL** applications utilizing Family-Plan pricing **must** be submitted **together** on the *same* transmittal form. If necessary, multiple transmittal forms may be used to accommodate your needs, but keep multiple forms **together**.
- All those listed under “**Other Transaction Types**” (i.e. reinstatements, transfers, etc.) **may be combined** on the same transmittal form, but **may not be combined** with any “**Membership Application Types**” (i.e. membership, supplemental, etc.).

**REFER TO THE FOLLOWING CHECKLIST BEFORE SUBMITTING TO HEADQUARTERS****FOR NEW-MEMBER AND SUPPLEMENTAL APPLICATIONS:**

- \_\_\_ Is each application **TYPED** or **COMPUTER-GENERATED** in **BLACK INK** on **TWO SIDES** of **ONE, LEGAL-SIZED SHEET** of **SAR-WATERMARKED, ACID-FREE PAPER**?
- \_\_\_ Are all **SIGNATURES** affixed? ▶ **NEW-MEMBER APPLICATIONS MUST** have **FIVE SIGNATURES**: Applicant, Sponsor, Co-Sponsor, State Secretary, and State Registrar. ▶ **SUPPLEMENTAL APPLICATIONS MUST** have **TWO SIGNATURES**: Applicant and State Registrar.
- \_\_\_ Is **check enclosed** for appropriate total amount? Is check **signed**, and **payable to NSSAR Treasurer General**?
- \_\_\_ For a **C.A.R. Applicant**, did you enclose copy of **birth certificate, record copy of C.A.R. application, and C.A.R. member-in-good-standing certificate**, where applicable?