



ANNUAL SQUADRON DATA REPORT 2026 Membership Year

OH - SAL SQUADRON

District

Data as of

Squadron's Legal Name (as shown on Charter):

Squadron Location (as shown on Charter):

(Contact your Detachment Headquarters immediately if any of the information above is incorrect.)

Please type or print in ink and forward to the Detachment by April 9, 2025

CURRENTLY ON FILE:

CHANGE OR CORRECTION:

1) Squadron's Home (Physical) Address:

2) Squadron's Mailing Address:

3) Squadron's Dues Mailing Address:

Note: If the above address contains a member's name or is being sent to a member's home address as the contact, please provide the member's ID number:

4) Current Annual Squadron Dues:

Note: All new dues rates will be effective July 1st unless an alternate Effective Date is entered.

2026 Dues will be \$.
Effective Date: / /
Month Day Year

5) Squadron Telephone Number:

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6) Squadron Fax Number:

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7) Squadron's Email Address:

8) Squadron's Internet Website:

9) Squadron's Meeting Date & Time:

Squadron Adjutant or Commander Signature

Date



IMPORTANT NOTICE



Complete and return this form to your Detachment Headquarters no later than April 9, 2025. Failure to meet this deadline may cause the first 2026 Renewal Notices to be mailed with incorrect information.

(Detailed instructions on the reverse side)

If emailing this form to Detachment after completion, send to: forms@ohiolegion.com

Instructions

Throughout the year National must contact its Squadrons regarding membership renewals, awards, or other important information. In addition, National receives daily requests for Squadron information from members and potential new members, or others who are looking for information about The American Legion at the local level. Maintaining current Squadron information on National's files has become more important than ever.

The Annual Squadron Data Report is used by the Squadron to inform the Detachment and National Headquarters of pertinent information regarding the local Squadron and, most importantly, membership renewal information. The left column (CURRENTLY ON FILE) shows the information that National has on record for the Squadron. Updates to the information should be entered in the right column (CHANGE OR CORRECTION). Instructions or a description of each item are shown below.

This information will be maintained on the National records and, with Department approval, may be published on its websites (legion.org or myLegion.org) through its Post Locator feature.

Please remember to inform your Detachment Headquarters anytime a change is made throughout the year.

1. Enter the actual physical location of the Squadron home. This may be a structure owned by the Legion Post or it could be a location shared with another business or organization. For example, the Squadron may meet regularly at a banquet facility; it may or may not be the Squadron's mailing address.
2. Enter the regular mailing address of the Squadron. This should be the address where routine Squadron mail is received.
3. Enter the dues mailing address that is to appear on the membership renewal notices. It may or may not be the same as the regular mailing address of the Squadron.
4. Your Squadron's current dues are shown in the left column. Write the dues amount to be billed to members for their 2026 membership. If dues are changing, write the effective date of the new rate if other than July 1, 2025.

If questions 5, 6, 7, 8 or 9 below don't apply to your Squadron, write Not Applicable (or N/A) in that field in the right column (below Change or Correction).

5. Enter the business telephone number of the Squadron.
6. Enter the fax telephone number of the Squadron, if applicable.
7. Enter the Squadron's email address, if applicable. Many Squadrons maintain an email address; it should be regularly monitored.
8. Enter the URL of the Squadron's website, if applicable.
9. Enter the date and time of your regularly scheduled Squadron meeting. (Ex: 2nd Wednesday @ 7:00pm)

The Annual Squadron Data Report must be signed at the bottom of the page by the Squadron Adjutant or Commander. Unsigned reports will be returned for the authorized signature, which may cause the deadline for receipt of changes to be missed.

The completed Annual Squadron Data Report must be forwarded to your Detachment Headquarters no later than April 9, 2025 for the information to be processed in time for the first 2026 Renewal Notice.

If there is a subsequent change in the Squadron's contact information or a change in the dues amount, the Squadron must notify the Detachment Headquarters immediately. National Headquarters will not be responsible for reporting incorrect information if proper notification was not received, or if notification was not received in advance of the established deadlines.

NOTICE TO DETACHMENTS: All Annual Squadron Data Reports must be received at National by May 1st, 2025 to be processed before printing the first 2026 Renewal Notices.

MAIL: THE AMERICAN LEGION
ATTN: IT/MEMBER SUPPORT SERVICES
P.O. BOX 1954
INDIANAPOLIS, IN 46206

EMAIL: PostSqdnUpdates@legion.org

If emailing this form to Department HQ after completion, send to: forms@ohiolegion.com

ATTENTION!

2026 PDR/SDR Reminders

In order to improve the processing and accuracy of the Post and Squadron Data Reports, we ask that you review the following reminders:

- Do not create/submit your own reporting forms; please only use the PDR/SDR forms provided by National. Improper or invalid forms will be returned.
- If there aren't any changes to the information found on the form, there's no need to submit it to National. If you choose to forward it for documentation purposes, write **NO CHANGES** at the top of the form. It's a waste of time for us to review forms that have no updates - - since it still requires us to look at every field on numerous screens. Marking them as **NO CHANGES** will allow us to simply attach them to the Post record with no review.
- Only enter data in fields that are changing – for example, if the Dues Remittance address is changing but the dues are remaining the same, **ONLY** enter the new remittance address – don't enter the dues rate if it's not changing. Entering data that isn't actually a change causes additional processing time and delay.
- Make sure the Department and Post information is correct and not written over or covered up.
- Please verify any dues Effective Dates other than July 1, 2025 or January 1, 2026, then make a note of the verification. We question those and usually end up contacting the Department, which delays processing.
- Mail the forms to: **The American Legion, ATTN: Direct Renewal Specialist, PO Box 1954, Indianapolis, IN 46206**
- If you're emailing the forms, send them to PostSqdnUpdates@legion.org so that they get logged and assigned to the correct area.
 - DO NOT use the MSSforms address since they would get mixed in with thousands of Member Data Forms, transfers, deceased notices, etc. National can't be responsible for mis-directed reports.
 - All Post Officer updates SHOULD be directed to MSSforms@legion.org since it's a change to an individual's record. Do not send your Post Officer Updates to the PostSqdnUpdates mailbox.
- The deadline at National for processing to be completed prior to printing the first 2026 renewal notice is May 1st. Please submit the forms as they're received; don't hold them until you have a large batch. Holding them creates a processing backlog which then delays printing and mailing of the renewal notices.
- If a **replacement form** is needed due to loss or damage to the original, or subsequent changes after an initial report is submitted, please use the generic form provided by Internal Affairs. These will be sent via email to all Departments for use or distribution on request. If you didn't get it or can't locate it, please contact Internal Affairs at IA@legion.org. Make sure to follow the directions on the form.

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