

THE AMERICAN LEGION  
DEPARTMENT OF



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DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007  
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: LEGION@OHIOLEGION.COM

District/Post Finance Officers:

When sending in monies by check make sure **ALL checks** are made out to:

**The American Legion Department of Ohio**

In the memo line indicate which program or reason where the money needs to be applied.

The bank can refuse to deposit any check if it is not made out American Legion.

**This is for any program.**  
(GFY, BBS, MEMBERSHIP etc.)

If you have any questions, please contact me at [corbin@ohiolegion.com](mailto:corbin@ohiolegion.com)

A handwritten signature in blue ink that reads 'Rebecca Corbin'. The signature is written in a cursive style with a large initial 'R'.

Rebecca Corbin  
Fiscal Secretary  
Department of Ohio

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The Department of Ohio is utilizing ACH payments for membership refunds. This is for deposit only; nothing will be deducted from your account. This is an efficient way for Posts to receive membership credits. The money will be deposited once a month into your Legion/ Sal Membership checking account. An email containing the amount of monies and period covered will be sent to the Post Finance officer. Complete the information below to start receiving funds electronically. We need to have your information by

**\*Personal checking accounts will not be accepted.**

ACH TRANSACTION AUTHORIZATION AGREEMENT\*\*\*\*\*DEPOSIT ONLY\*\*\*\*\*

Please fill out and send with Post account. We are updating our files for 2021/2022 year.

Post Name: \_\_\_\_\_ Post # \_\_\_\_\_

POST FINANCE OFFICER INFORMATION: (Must be completed)

NAME: \_\_\_\_\_ MEMBER ID # \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

BANK NAME \_\_\_\_\_

<b>Joe Smith</b>		<b>1234</b>
<b>1234 Anystreet Court</b>		
<b>Anycity, AA 12345</b>		
Pay to the order of _____		
_____		<b>Dollars</b>
<b>Bank Anywhere</b>		
<b>123456789</b>	<b>123456789123</b>	<b>1234</b>
<b>Routing Number</b>	<b>Account Number</b>	<b>Check Number</b>

ROUTING NUMBER \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

A voided check for Post Membership checking account must be provided.

**\*\*Please return to Rebecca Corbin, Fiscal Secretary, Dept of Ohio, PO Box 8007, Delaware OH 43015 or email [corbin@ohiolegion.com](mailto:corbin@ohiolegion.com)**