



# ATTENTION!

If emailing this form to Department HQ after completion, send to: [forms@ohiolegion.com](mailto:forms@ohiolegion.com)

## 2026 PDR/SDR Instructions

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

- 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.
- If you're emailing the forms, send them to [PostSqdnUpdates@legion.org](mailto: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](mailto:MSSforms@legion.org) since it's a change to an individual's record. Do not send your Post Officer Updates to the PostSqdnUpdates mailbox.
- Mail the forms to: **The American Legion, ATTN: Direct Renewal Specialist, PO Box 1954, Indianapolis, IN 46206**
- The deadline at National for processing to be completed prior to printing the first 2026 renewal notice is May 1<sup>st</sup>. 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 Brian Compton at [bcompton@legion.org](mailto:bcompton@legion.org). Make sure to follow the directions on the form.
- Do not create your own reporting forms; only use the PDR/SDR forms provided by National. Improper/Invalid forms will be returned.