

## ATTENTION ALL UNIT TREASURERS!!!!

It is time to review the unit's checking account information that Department has on file.

Please complete the Unit ACH Form, located on our homepage, under Featured News. You can also access the form by using the link: <https://alaf1.org/unit-ach-form/>

This information **MUST BE** completed by April 14<sup>th</sup>.

Why does the Unit have to complete this form:

- Starting now, once your unit information is verified, any unit with a MCR credit of more than \$1,000, at the end of a quarter (September, December, March, June), will have the credit directly deposited into their checking account.
- The Unit will have access to their funds within a day, instead of waiting for the check to come in the mail, which possibly could get lost.
- Units have not cashed checks timely, or have misplaced them. This will alleviate this issue.

As unit treasurer you will receive an email with the deposit date and amount. This email will be sent the month of the new quarter (October, January, April)

Please make sure that you are sharing this information with your membership chairman so they will not use a credit when it is not available.

Any final balance, as of June 30<sup>th</sup> will be credited on or about June 30<sup>th</sup>.

REMINDER: Department CAN NOT withdrawal funds from your account. They can only deposit.