

**1** After your Lodge and Moose Legion membership has been synchronized to the same expiration date, they will be billed together on your annual Lodge dues renewal notice. To remain a current member of the Moose Legion, the full amount billed must be paid.

**2** Detailed instructions on all payment options available will be printed on the back of every dues renewal notice. Please read this information before making your dues payment.

**3** All membership cards will be mailed directly to the members' home address after your dues payment has been processed. In order to insure that you are always carrying a valid membership card, please mail your dues payment and coupon at least fifteen days prior to your dues expiration date.

**4** Currently this credit card option is only available for United States members paying in US Funds. A credit card option for Canadian members to pay in Canadian Funds will be available soon. Watch for future updates regarding Canadian credit card payments.

**5** The total amount due is listed on every payment coupon. The full amount billed must be mailed with your payment coupon – partial or quarterly payments will not be accepted. Incorrect dues amounts or payments received without a coupon will result in a delay in receiving your membership card.

**6** When paying by credit card the CVN number is required. This number helps to verify that the person making the payment is the owner of the credit card. This is an added security feature for your protection. Refer to #4 of the credit card instructions on the back of the dues renewal notice for additional information.

**7** The lock box address is to be used for dues payments and coupons only. These addresses are not at Moose International. Do not send additional payments, or any reports or correspondence to the lock box.

## BACK OF DUES NOTICE

To renew your membership, please follow the instructions below. Your new membership card will be mailed directly to you in approximately ten business days after your dues payment is received at the lock box for processing.

**If you are paying by check:**

1. Detach the coupon and place it inside the return envelope provided with the Moose International address showing through the window.
2. Include your check, payable to Moose International, for the "Total Amount Due" listed on your Payment Coupon.
3. Affix correct postage and place in the mail.

**If you are paying by credit card: (US credit cards only)**

1. Enter your personal credit card number on the Payment Coupon in the boxes provided.
2. Mark the credit card type. (**VISA, MasterCard and American Express only**)
3. Enter the expiration date of your credit card in the boxes provided.
4. Enter the CVN number in the boxes provided. The CVN number is the last three-digit security code that is printed on the magnetic stripe on the back of your credit card.
5. Detach the Payment Coupon and place it inside the return envelope provided with the Moose International address showing through the window.
6. Affix correct postage and place in the mail.

**New On-Line Payment Options - sign on to [www.moosintl.org](http://www.moosintl.org) (US credit cards only)**

1. Enter all requested information from your personal credit card.
2. Payments can only be made with a VISA, MasterCard or American Express credit card.
3. You will receive a verification of payment pending that can be printed for your records.

**PLEASE DO NOT SEND CASH PAYMENTS IN THE MAIL.**

**PLEASE DO NOT INCLUDE ANY CORRESPONDENCE OR ANY ADDITIONAL CONTRIBUTIONS WITH YOUR DUES PAYMENTS IN THE MAIL.**