

**Paid-Up-For-Life
Time Payment Plan
APPLICATION INSTRUCTIONS**

1. Current members of The American Legion may use the Time Payment Plan to purchase a Paid-Up-For-Life (PUFL) membership through National Headquarters. No interest or service charge is added.
2. The applicant must be a **member in good standing**, meaning the member must have a valid membership card for the current Legion year.
3. The “Time Payment” option must be checked in the space indicated on the PUFL application.
4. When the application is submitted to the Post for certification, an initial deposit of at least 10% of the total PUFL fee must accompany the application. Payment of the deposit can be made by check, money order or credit card (MasterCard/Visa/Discover/American Express). **PLEASE DO NOT SEND CASH!**
5. Dues paid in advance (prior to January 1 each year) cannot be considered as part of the initial deposit.
6. If the member has paid dues in advance to the Post, the dues amount may be deducted from the total fee, provided the PUFL application is received at National prior to January 1st, the commencement of the new membership year. **It is the responsibility of the Post** to ensure the dues are deducted prior to submitting the application and PUFL fee. This deduction should be noted in the top margin on the front of the PUFL application.
7. After receipt and approval of the application, National Headquarters will process the deposit and the remaining balance will be divided into 11 equal monthly payments. National will mail the Time Payment applicant a supply of payment coupons and envelopes to be used for submitting monthly payments to National Headquarters until the entire PUFL fee is paid-in-full. (*Monthly statements are not issued.*)
8. Monthly payments are to be maintained. If no payment is received by National for three (3) consecutive months, the Time Payment account may be closed, with or without notice to the member.
9. The total PUFL membership fee must be paid within twelve (12) months from the date of application.
10. The member can pay more than the minimum each month, however, payment is expected each consecutive month. Much the same as a credit card account, paying in advance, or more than the minimum, simply means the account is paid off sooner than 12 months.
11. The permanent (plastic) PUFL membership card will be issued only after the total PUFL fee is paid-in-full. If annual cards are issued before the fee is paid-in-full, the member will receive an annual card with the notation of “TIME PAY.” The member is not considered a PUFL until the total fee is paid.
12. If National must close the Time Payment account (delinquent payments, returned checks, etc), the member will not be eligible to participate in the Time Payment Plan in the future but can re-submit an application with full payment at any time.

Further Information/Assistance

For further information regarding National’s PUFL Time Payment membership plan, please contact your Post Adjutant or Finance Officer, your Department Headquarters, or call National Headquarters **(317) 630-1221**.