

## Help Sheet – iSalute -Preparing for Transmittal Report

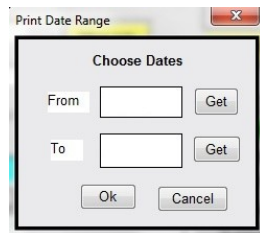
To prepare for submission of Per Capita Tax to Dominion Command using iSalute you need the following:

1. Report of payments by members within a date range.
2. Return Cards (pre-printed) for current members.
3. Member Registration Forms (MRF) for New Members or Transfers In.
4. Data Change Forms for change of address, etc.

Using Reports / Payments from the menu, choose by Name so that the list is in alphabetical order.



Choose the date range.



I keep a form with the following headings: **Date Prepared, From Date, To Date, Transmittal Number** (if using a numbering system or isTransmittal Software).

### Tip:

I always use the 'To Date' as yesterday's date because I work on membership in the AM and I don't know who will be in to renew their membership after I leave for the day.

With the payment report, I now match the number of 'return' cards and MRF form with the payment list. I may have to hold payment for those pending transfers or new members.

Using isTransmittal Software or Transmittal Form, I prepare the transmittal report.

I put the paperwork in the envelopes available from Dominion Command.

The Bookkeeper gets a copy of the Transmittal Report for her / his records and put the payment cheque in the envelope for mailing.