

## Headquarters Collection of Dues and Anniversary Billing (HQAB) and Traditional Billing

Two methods of dues collection are used: Headquarters Collection of Dues and Anniversary Billing (HQAB) and Traditional Billing. Squadrons are allowed to switch from Traditional Billing to HQAB and 80% of them have switched through 2007. In both cases, USPS Headquarters invoices existing members at their renewal time, but the methods differ in how dues are collected and the timing of the dues cycle.

### Traditional Billing

Members of squadrons that continue to use Traditional Billing have an anniversary date of 1 June. Each year, two months prior to the 1 June anniversary date, Headquarters mails renewal invoices to the members. Renewing members mail their payment to their local squadron. The squadron treasurer keeps track of the renewal status of the squadron's membership and is responsible for forwarding on to national and district lump sum payments of the membership's national dues and district assessments. The treasurer keeps the squadron bridge and membership committee informed on the dues status of the squadron members so they can take action to encourage renewals.

New members joining squadrons that use Traditional Billing have their initial dues pro rated from their joining date to the 1 June anniversary date.

### Headquarters Collection of Dues and Anniversary Billing (HQAB)

One primary difference with HQAB is the member's invoice date. Under Anniversary Billing (the AB of HQAB) a member's anniversary date is set to the first day of the month he or she joins. So, a new member joining on 15 September would have an anniversary date of 1 September. Instead of pro rating the new member's dues to 1 June, the new member pays a full year's dues when joining and is not invoiced again until two months prior to his anniversary date the next year. Members belonging to a squadron prior to that squadron's shift to HQAB have a 1 June anniversary date.

Another primary difference is the invoice payee and payment methods. Under HQAB a member sends his or her renewal directly to Headquarters. Headquarters processes the renewal and makes a direct deposit to the squadron and district of their portion of the dues. Members mailing their renewal invoice to Headquarters have the option to pay with a credit card. Alternatively, a member in an HQAB squadron can renew online using a credit card.

Since Headquarters is both invoicing and collecting dues and since member renewal dates vary throughout the year, several tools have been developed to assist squadrons in member retention and accounting. The website: [www.usps.org/dues/reports](http://www.usps.org/dues/reports) offers member status reports and squadron and district deposit reports. A demo is available for squadrons considering HQAB to view.

Online Dues Collection Reports - Windows Internet Explorer

http://www.usps.org/dues/reports/reports.php

Online Dues Collection Reports

USPS Home Page    Squadron    District    **Demo**

**ONLINE DUES COLLECTION SYSTEM REPORTS**

**Squadron Reports:**


[Member Status](#)

[Deposits](#)

[Education Fund Payments](#)

[Click here for Squadron Demo Site](#)

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New members joining an HQAB squadron continue to write their checks to their local squadron when they join. When the member is processed, the squadron is invoiced for the national portion of the dues and the entrance fee, if applicable. Alternatively, a new member can join using a credit card. Special new member credit card vouchers are available from Headquarters. When submitted by the squadron, the amount on these vouchers is deposited into the squadron's bank account and the squadron is invoiced for the new member separately when the member is processed.

#### New Member Forms

When a prospective member applies, a MemCom 1 form is completed. When approved, this form is either mailed or faxed to Headquarters for processing. Alternatively, new member information can be entered online at: [www.usps.org/php/membership](http://www.usps.org/php/membership) . The squadron account and password can be obtained from the Commander.

Membership Processing Login - Windows Internet Explorer

http://www.usps.org/php/membership/login.php?ret\_link=%2Fphp%2Fmembership%2Fmembership.php&type=not

Membership Processing Login

**NEW MEMBER PROCESSING**

**Login**

Squadron Account Code	<input type="text"/>
Password (User Password)	<input type="password"/>
Submitters Certificate No (Note: Must be member of submitting squadron)	<input type="text"/>

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