



The American Legion  
National Headquarters  
Indianapolis, Indiana

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**MEMO TO:** All Post Adjutants  
**MEMO FROM:** Jack Querfeld, Director, Internal Affairs Division  
**SUBJECT:** Paid-Up-For-Life Application Processing Change

In January 2014, National Headquarters introduced a new simplified pricing structure for its Paid-Up-For-Life (PUFL) plan which also included the ability for a member to apply online for lifetime membership. This was done with the intent of simplifying the entire process for the member.

**Beginning July 1, 2015**, National Headquarters will no longer accept PUFL applications that were previously distributed in bulk to Departments or Posts. This includes any PUFL application reflecting a rate chart with the effective date of October 2009 or earlier.

All PUFL applications must be submitted to National by one of the three methods noted below. We will continue the policy of notifying the Post and Department when a member applies for a lifetime membership; this provides the opportunity for the Post to challenge the application, if necessary.

**ONLINE APPLICATION:** The member accesses the PUFL page on National's website at [www.legion.org/pufl](http://www.legion.org/pufl) to obtain a rate quote and/or submit an electronic application. Once the rate quote is received, the member can opt to apply online which will cause their record information to appear for confirmation purposes. Once confirmed and the payment information is completed, the member selects the *Submit* button to complete the application process. NOTE: If the member doesn't have internet access, either themselves or through family/friends, this process should be performed by the Post or the Department. A quick link to the PUFL application website has been added to *myLegion* for Posts and Departments.

**PRINTABLE APPLICATION:** The member accesses the PUFL page on National's website at [www.legion.org/pufl](http://www.legion.org/pufl) to obtain a rate quote and/or print an application. Once the rate quote is received, the member can opt to print a paper application to complete and mail to National Headquarters. The application will be pre-filled with the member's ID Number, Name, Address, Birth Date and the total cost of the PUFL membership. (*If any of the member's information needs to be updated, it can be noted on the application.*) The member then simply mails the application and payment to National Headquarters at the address shown on the form. NOTE: If the member doesn't have internet access, either themselves or through family/friends, the application should be printed by the Post or the Department and forwarded to the member for completion. A quick link to the PUFL application website has been added to *myLegion* for Posts and Departments.

**CALL A CUSTOMER SERVICE SPECIALIST:** Any member can speak to one of National's Customer Service Specialists by calling our toll free number at 800-433-3318. They're happy to answer any questions...print and mail a PUFL application...or even take the application over the phone. However, this should not be considered the primary procedure since all members, Posts, and Departments have the same ability.

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**NOTE:** Beginning July 1, 2015, Paid-Up-For-Life applications submitted to National Headquarters on old forms will not be processed; they will be forwarded to the Department Headquarters for review and handling.