

## MEMBERSHIP MOMENT: How to Notify the VFW Auxiliary About a Deceased Member

When a member of your local VFW Auxiliary passes away, we understand that it may be a very difficult time for the other Auxiliary members as well as the community. We want you to know that we are here to help in any way we can. We realize that there are so many tasks to care of – **and that includes reporting the deceased member to both National and Department Headquarters in a timely manner.** Below are several ways that you can contact the VFW Auxiliary to notify us of a member who has passed away:

- You can call VFW Auxiliary National Headquarters at (816) 561-8655 and talk to a staff member in our Membership Department who's ready to help.
- You are welcome to send us an email at [info@vfwauxiliary.org](mailto:info@vfwauxiliary.org) instead of calling. Please put **"Deceased Member"** in the subject line. Your message should include the name and address of the deceased, and their membership number. Please include your name, relationship to the deceased member and your home address or email address.
- You may send a note or a completed **Membership Update Form** by standard U.S. mail to the address below. Please include the same information listed above under the email instructions. You can also fax this information to VFW National Headquarters at (816) 931-4753. Please mail the form to:

**VFW Auxiliary National Headquarters  
Membership Department  
406 West 34<sup>th</sup> Street, 10<sup>th</sup> Floor  
Kansas City, MO 64111  
ATTN: Deceased Member Notification**

- If you are your Auxiliary's Treasurer, please make sure to report the death of an Annual or Life member as soon as the Auxiliary becomes aware. A **Membership Update Form** (available online behind member Login by selecting Program & Publicity Resources, then Membership\*) should be used to report the death of a member. **Please send a copy to your Department Treasurer.**

Thank you for your assistance in reporting deceased members.

\*This form can also be found on the NC Auxiliary website.

(This information provided by VFW Auxiliary National Headquarters Newsletter.)