

INSTRUCTIONS FOR COMPLETING OMEGA FORM 2A

Use this form to transmit dues and other information for regular members and life members only. **DO NOT USE THIS FORM FOR INITIATIONS OR TO PURCHASE FRATERNITY MATERIALS.** Use the regular Form 2 in those instances.

COMPLETE AS FOLLOWS: Type reports are preferred. NO MORE THAN (6) REMITTANCES CAN BE SUBMITTED ON A SHEET. NUMBER EACH ORIGINAL PAGE WHERE REQUESTED (e.g. Page 1 of 16, 2 of 16, etc.)

If printing . . . Print legibly and **press hard**. You are making 3 copies.

1. Enter the District number where requested. District 1-9 should use 01,02,...09.
2. Provide the Chapter Name in the appropriate section. Skip a space between names for double and triple named chapters.
3. Enter the digit Chapter Number if known. Otherwise leave this section blank and the Office will complete it.
4. Provide the chapter's **P.O. Box** mailing address where requested.
5. Indicate (check) whether the remittance use for life members or regular members. **DO NOT MIX THE MEMBERSHIPS. USE A SEPARATE FORM 2A FOR EACH TYPE.**
6. Indicate the **fiscal year** for which the remittance applies. **Do not mix fiscal years on the same form.**
7. Enter the appropriate seven (7) characters **CONTROL NUMBER** for **EACH** Brother listed. **INCLUDING LIFE MEMBERS.** This number has seven (7) numerals. **BE SURE THE CONTROL NUMBER IS LISTED CORRECTLY.** Note: The alpha check character is no longer required.

IF YOU DO NOT KNOW THE CONTROL NUMBER, YOU SHOULD ENTER ALL OTHER INFORMATION ON THIS FORM AND ALSO COMPLETE A FORM 2A-1 SUPPLEMENT IN ITS ENTIRETY.

8. NAME AND ADDRESS

a. Enter the **full** first name, middle initial and last name for each brother listed. Use of initials for first names **IS NOT** appropriate unless the Omega Psi Phi computerized listing already lists a member in this fashion.

b. Include suffixes such as “Jr.,” “Sr.,” “II,” or “III, etc. after the last name. Skip a space after the last letter of the last name when entering suffix.

c. **DO NOT ABBREVIATE ADDRESSES EXCEPT FOR COMMON USAGE’S (e.g., ST., AVE., RD., NO., SO., NW., SW. etc.).** Use a second line of the street address section mainly for Apt. #'s.

d. Be sure to indicate the **CORRECT** Zip Code.

9. Enter the life Membership Number for **FULLY PAID Life Members** in “**Dues**” column (e.g. LM # 399).

10. **ENTER LM # 999** and the amount of any payment in the “**DUES**” column for any **PARTIALLY PAID LIFE MEMBERS.**

CHAPTER: WHEN YOU HAVE COMPLETED THE FORMS, MAKE PHOTO COPIES AND RETAIN FOR YOUR RECORDS. THE INTERNATIONAL HEADQUARTERS WILL RETURN A COPY OF THIS FORM WITH THE FINANCIAL CARDS.

NOTE: In addition to using a separate Form 2A for Life Members, separate money orders should be sent for regular dues and for Life Memberships. Money orders for Life Memberships should be made payable to the Omega Psi Phi Fraternity, Inc.