

**2013-2014 MEMBERSHIP & DUES TRANSMITTAL FORM**

**\*\*SEND A COPY OF THIS FORM WITH EACH TRANSMITTAL\*\***

Local Association Treasurer Information

Name		
Address		
City	State	Zip
Email Address		
Home Phone		
School Phone		

Local Name \_\_\_\_\_

Local Billable Party Number \_\_\_\_\_

**MEMBERSHIP INFORMATION:** Complete the following tables indicating the total number of members and total dollar obligation for each membership type. (See instructions on back of this sheet.)

Membership Type	Number of Members	Amount	Total
<b>Professional</b>			
Full-time more than 50%		@ \$ 562.00 =	\$
Half-time 50% or less		@ \$ 292.50 =	\$
Quarter time 25% or less		@ \$ 253.00 =	\$
Substitute not under contract (liability only)		@ \$ 110.00 =	\$
NEA -Life only Full-time active membership		@ \$ 380.00 =	\$
<b>Educational Support Professional</b>			
My ESP annual salary is \$28,250 or above		@ \$ 490.50 =	\$
My ESP annual salary is between \$22,600 & \$28,249		@ \$ 452.50 =	\$
My ESP annual salary is between \$16,950 & \$22,599		@ \$ 333.00 =	\$
My ESP annual salary is between \$11,300 and \$16,949		@ \$ 257.00 =	\$
My ESP annual salary is between \$5,650 and \$11,299		@ \$ 159.25 =	\$
My ESP annual salary is \$5,649 or less		@ \$ 83.25 =	\$
Totals**			

\*\* Total numbers should reflect payroll and cash members.

Total NEA/NSEA Dues Obligation	
Total NEA FUND Obligation	
Total Obligation	

DUES TRANSMITTAL: Update the bottom portion of this form each time you make a dues payment. If adjustments are made to the balance owed either by adding, deleting or changing a members' status, complete the ADD/DELETE/ADJUSTMENT FORM, and return it with this transmittal.

Payment #	Date of Payment	Adjustment to Balance	Dues Payment	Balance Owed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

**OUR BALANCE DUE WILL BE PAID IN \_\_\_\_\_ INSTALLMENTS STARTING IN THE MONTH OF \_\_\_\_\_.**

\_\_\_\_\_  
Name of person remitting dues payment

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

# Instructions for Completing the Membership & Dues Transmittal Form

1. Provide local treasurers information as requested.
2. Tally the total number of members by type and enter into boxes in the center of the form under number of members. Then multiply the number of each type of membership times the dues amount and enter the total in the total column on the right hand side of the form.
3. Sum the total column to get the Total NEA/NSEA Dues Obligation and enter that number in the appropriate box as indicated on the form.
4. If any members are contributing to NEA-FUND (NEA-PAC), total those amounts and enter in the appropriate box. This amount should equal the amount of your NEA-FUND Contributors Form.
5. Add the total NEA/NSEA Dues Obligation and the Total NEA-FUND Obligation and enter in the box called Total Obligation. This is the total amount of money, which your local will remit to NSEA for this association year.
6. Determine how much of the total obligation will be remitted along with this form and enter on payment line #1. The balance owed is the total obligation minus your payment. **Make a copy of this form each time a payment is transmitted. Make sure the form includes your Local Name and Local Accounting Number.**
7. Enter how many installments your balance due will be paid in. **Dues must be remitted within 10 days of payroll.** (See separate Dues Transmittal Agreement)
8. Enter the name of the person who is actually remitting the dues payments.
9. **Send a copy of the completed Membership & Dues Transmittal Form along with the original renewal roster and/or renewal forms to NSEA by September 10, 2013.**

\*\*\* A copy of this form can be found at [www.nsea.org](http://www.nsea.org) under Member Info then under NSEA Treasurer's Packet\*\*\*

## Breakdown of Membership Dues

Membership Type	NEA	NSEA	Total
<b>Professional</b>			
Full-time more than 50%	\$ 182.00	\$ 380.00	\$ 562.00
Half-time 50% or less	\$ 102.50	\$ 190.00	\$ 292.50
Quarter time 25% or less	\$ 63.00	\$ 190.00	\$ 253.00
Substitute not under contract (liability only)	\$ 15.00	\$ 95.00	\$ 110.00
NEA -Life only Full-time active membership	\$ -	\$ 380.00	\$ 380.00
<b>Educational Support Professional</b>			
My ESP annual salary is \$28,250 or above	\$ 110.50	\$ 380.00	\$ 490.50
My ESP annual salary is between \$22,600 & \$28,249	\$ 110.50	\$ 342.00	\$ 452.50
My ESP annual salary is between \$16,950 & \$22,599	\$ 67.00	\$ 266.00	\$ 333.00
My ESP annual salary is between \$11,300 and \$16,949	\$ 67.00	\$ 190.00	\$ 257.00
My ESP annual salary is between \$5,650 and \$11,299	\$ 45.25	\$ 114.00	\$ 159.25
My ESP annual salary is \$5,649 or less	\$ 45.25	\$ 38.00	\$ 83.25

**\*\*CALL 800-742-0047 FOR HELP WITH THIS FORM\*\***