

SAMPLE LETTER

Attention Local Assn. Members:

Spring enrollment time is here! In the next day or so you will receive continuing enrollment forms for NSEA/NEA from your building reps. The directions on them will tell you how to complete the forms to turn back into your rep.

The big difference this year is the need for you to set up your **Electronic Funds Transfer account** online since we will not be using the payroll deduction method next year (refer to letter previously delivered to you at school).

The website needed is listed on the attachment. This can be done on a computer or an iPad.

Things you will need to complete the process:

- 1) Your NSEA membership number which can be found on the forms that you will be receiving, or your NSEA Membership card
- 2) A HOME or personal email address – NSEA does not want this account to be attached to your school email
- 3) Your bank routing number and account number (which can be found on your check if using a checking account – see directions. If using a savings account you will still need a routing number and account number, you may have to check with your bank if you are unsure of these two things)

It honestly takes about 5 minutes. (Your building reps will be making themselves available to you at specific times between April 15th and May 25th if you would like assistance in the online process.)

You still have the option to pay the amount in full with a check or a credit card at the beginning of next school year.

If you have questions, please check with your building rep or you can email (contact name) or (contact name)

President/LEA Contact
Local Association Name