

DATE: August, 2012

TO: LOCAL ASSOCIATION TREASURER

FROM: SHERI JABLONSKI, COMPTROLLER

RE: 2012-2013 MEMBERSHIP MATERIALS

Summer is about over and once again it is time to begin the membership renewal and enrollment process. Please review all the materials included in your packet. You should find the following:

- a) 2012-2013 Membership & Dues Transmittal Form
- b) 2012-2013 NEA-FCPE Contributors Form
- c) Large white envelope to use to return membership materials to NSEA
- d) 10 dues remittal return envelopes
- e) Memo regarding IRS 990 Electronic Filing
- f) Dues Transmittal Agreement

Important Reminder!! All of your membership materials - including your updated membership roster and Dues Transmittal Form are due to NSEA by September 10, 2012.

When the 2012-2013 membership campaign has ended, you are responsible for gathering all the materials and preparing them for transmittal to NSEA. In your packet you will find everything necessary to complete this task.

In large locals where the cost of mailing would be prohibitive, notify your UniServ Director and they will pick up the materials when you are ready.

See page 2 to find step-by-step instructions for remitting your membership materials.

INSTRUCTIONS FOR TRANSMITTAL OF MEMBERSHIP INFORMATION TO NSEA

- Batch the renewal rosters and enrollment forms by building and prepare for transmittal to NSEA for processing.
- Complete the 2012-2013 MEMBERSHIP & DUES TRANSMITTAL FORM, make copies of this form for your files and one copy for NSEA. The MEMBERSHIP & DUES TRANSMITTAL FORM must be filled out completely before transmittal to NSEA. See separate instructions on the back of the form for completing the form. BE SURE THE TREASURER HAS A COPY OF THIS FORM.
- Complete the 2012-2013 NEA-FCPE CONTRIBUTORS FORM indicating each contributor's name and amount contributed.
- Use the large white envelope provided with your membership materials to return all RENEWAL ROSTERS, ENROLLMENT FORMS, MEMBERSHIP/DUES TRANSMITTAL FORM, and NEA-FCPE CONTRIBUTORS FORM to the NSEA on or before September 10, 2012.
- Return Dues Transmittal Agreement
- Return IRS 990 Electronic filing Authorization by September 30, 2012.

All of the above forms can be downloaded from our web site www.nsea.org under Members then Treasurer's Info.