

DATE: August, 2015

TO: LOCAL ASSOCIATION TREASURER

FROM: SHERI JABLONSKI, COMPTROLLER

RE: 2015-2016 MEMBERSHIP MATERIALS FOR EFT LOCALS

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) 2015-2016 EFT Local Membership Counts Form
- b) 2015-2016 Check Payers Remittance Form
- c) Large white envelope to use to return membership materials to NSEA
- d) Memo regarding IRS 990 Electronic Filing
- e) ACH Authorization Agreement
- f) Schedule of Local Officer and Membership Trainings
- g) Local Dues Verification Form (only if NSEA is collecting your local dues)

**Important Reminder!! All of your membership materials - including your updated membership roster and Dues Transmittal Form are due to NSEA by September 15, 2015.**

When the 2015-2016 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 Organizational Specialist 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 2015-2016 EFT LOCAL COUNTS FORM, make copies of this form for your files and one copy for NSEA. The EFT LOCAL COUNTS 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 2015-2016 Check Payers Remittance Form indicating each check payers name and amount remitted.
- Use the large white envelope provided with your membership materials to return all RENEWAL ROSTERS, MEMBERSHIP AGREEMENT FORMS, EFT LOCAL COUNTS FORM, and CHECK PAYERS REMITTANCE FORM to the NSEA on or before September 15, 2015.
- Return ACH Agreement Form by September 15, 2015.
- Return IRS 990 Electronic filing Authorization by September 15, 2015.

\*\*\*All of the above forms can be downloaded from our web site [www.nsea.org](http://www.nsea.org) under Member Info then NSEA Treasurer's Packet.\*\*\*