

Nebraska State Education Association  
 605 South 14<sup>th</sup>  
 Lincoln, NE 68508-2742  
 800-742-0047

**2016-2017 ADD, DELETE  
 &  
 ADJUSTMENT FORM**

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

**Local Association Treasurer Information**

|                |       |     |
|----------------|-------|-----|
| Name           |       |     |
| Address        |       |     |
| City           | State | Zip |
| Home Phone     |       |     |
| School Phone   |       |     |
| E-mail Address |       |     |

**DATE REMITTED:** \_\_\_\_\_

**INSTRUCTIONS:** Make several copies of this form and use one each time you must notify NSEA of an adjustment to your membership obligation. The adjustment can occur by adding a new member, deleting a member or changing a member's status from full-time to half-time or vice versa. (See instructions on back of form)

**ADDING NEW MEMBERS** (Have new member complete an enrollment form and summarize your additional dues obligation by providing the following information. **Attach enrollment form(s) to this form when adding new members.**)

| NAME | ADDITIONAL DUES OBLIGATION |
|------|----------------------------|
| 1    | \$                         |
| 2    | \$                         |
| 3    | \$                         |
| 4    | \$                         |

**DELETING MEMBERS** (Delete your dues obligation to NSEA/NEA for members who have left with outstanding dues owed and for which no method exists to collect the balance. **Be sure to include the reason for deletion.**)

| NAME & REASON FOR DELETION | Individual ID # | AMOUNT OF UNPAID DUES |
|----------------------------|-----------------|-----------------------|
| 1                          |                 | \$                    |
| 2                          |                 | \$                    |
| 3                          |                 | \$                    |
| 4                          |                 | \$                    |

**CHANGE IN MEMBERS STATUS** (Use this adjustment when a change in a member's status such as half-time to full-time causes a change in the total dues owed for the year.)

| NAME & NATURE OF ADJUSTMENT | Individual ID # | CHANGE IN DUES OBLIGATION |
|-----------------------------|-----------------|---------------------------|
| 1                           |                 | \$                        |
| 2                           |                 | \$                        |
| 3                           |                 | \$                        |
| 4                           |                 | \$                        |

TOTAL \$ ADJUSTMENT THIS TRANSMITTAL \$

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

# Instructions for completing the Add, Delete & Adjustment Form

**Note: Only use this form after you have submitted your initial Dues Transmittal Form.**

1. Make several copies of this form and use one each time you must notify NSEA of an adjustment to your membership obligation. This form is to be used if you have any changes in your membership obligation after the first of the year.
2. Provide local treasurers information as requested.
3. If you have members join **after the first of the year**, you would fill in the section titled Adding New Members. Make sure to include their individual ID number and the amount of the dues obligation. **You must also include a copy of their completed enrollment form.**
4. If it becomes necessary to delete a member during the year, you would fill in the section entitled Deleting Members. Deleting members becomes necessary when a member leaves and has an outstanding dues amount which is not collectible. **Please include the name and the reason for deletion, individual ID number and the amount of dues that are uncollectible.**
5. Sometimes a member's status changes during the year; for example, they were a half-time member and become full-time member. When this occurs, use this form to adjust the member's dues obligation by completing the change portion of the form. **Provide name, individual ID #, and change in dues obligation.**
6. Complete the form by adding or subtracting the changes listed on the form. Remember to include this adjustment on your Membership and Dues Transmittal Form to adjust your obligation owed to NSEA.

**\*\*Call 800-742-0047 for HELP with this form\*\***

\*\*\* 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\*\*\*