



Schedule for New EFT Continuous Membership Locals

March 30	Rosters will be mailed to all new EFT locals along with personalized letters for each member.
April-May	Campaign Time! Members are directed to the E-Dues secure site to provide banking information. www.nsea.org/members
May 31st	Continuous rosters with demographic changes and any EFT paper applications due back to NSEA. (This date may be later if your bylaws have a date to notify of continuing membership after May 31 st .)
June/July	Enjoy your summer!
August	Membership materials will be delivered to your local. Materials will contain new member enrollment forms and continuous membership rosters. No individual forms will be provided at this time. This will let you concentrate on your new and non-continuing members. Members paying by check or credit card will be asked to pay in full during this time. (Total due September 15)
September 15th	New member enrollment forms (with voided check attached) are due back to the NSEA Office. (More detailed instructions will be sent in the fall.) Check and credit card payees due.
September 15th	Updated membership rosters with any final changes are due to the NSEA Office.

EFT...



1. Members will decide which pay method they would like to utilize to pay their dues ...

EFT OPTION: Total amount will be deducted over a 10 month time frame ...October through July

CHECK OPTION: Total amount due by September 15.

CREDIT CARD OPTION: Total amount due by September 15.

2. **Payment instructions ...**

EFT OPTION: Members will complete the EFT sign-up process via the secure website: www.nsea.org/members

CHECK OPTION: Members will either send check to NSEA directly or will give to the local treasurer to send to NSEA .
Total due by September 15th.

CREDIT CARD OPTION: Members will pay the total amount due via the secure website: www.nsea.org/members Members complete this process after August 1st. **Total due by September 15th.**

3. **That's it! The members have completed the EFT process.**
FYI's ...

Check and credit card information:

- If NSEA *collects local dues* for EFT payees – NSEA will collect local dues for check and credit card payees.
- If NSEA *does not collect local dues* for EFT payees – NSEA will not be collecting local dues for check and credit card payees.

Update Banking Information: If members need to update their banking information, they can go back to the secure website: www.nsea.org/members or contact the NSEA Membership Department at 1-800-742-0047.