







TIPS from OEA Secretary/Treasurer Membership Enrollment & Processing Procedures

-  Section III of this chapter will help you to understand the Forms and Documents (including the monthly Billing Statement) you will utilize in your role as Treasurer.
-  Just like your personal accounts, you must balance the local's membership records. See Section III for Membership Reconciliation Procedures.
-  See the "Leave of Absence (LOA) Membership Reporting Guidelines" for information regarding Leave of Absence.
-  Dues Tables and Treasurer's Handbook Chapters are available for online access by logging into the OEA web site: www.ohea.org (Select "Login/Register" and enter your user ID and password, select "Resources", select "Secretary-Treasurer's Office", select "OEA/NEA Dues", select the current membership year "OEA/NEA Dues")
-  The Dues Tables and List of Affiliated Department and Associate Organizations are located at the front of the Treasurer's Handbook in the yellow cardstock Reference Guide Section.
-  Sensitive member data is on all membership enrollment materials. It is therefore critical for associate representatives to use discretion when handling these materials.

CHAPTER 1

MEMBERSHIP ENROLLMENT AND PROCESSING PROCEDURES

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SECTION I - MEMBERSHIP

Membership Types and Codes

There are various types of memberships available to individuals in the bargaining unit.

- **ACTIVE MEMBERSHIP:** Open to any person who:
 - (I) is employed by or in a public school district, public or private college or university, or other public institution devoted primarily to education, regardless of the specific nature of the functions that person performs at the work site and regardless of who actually employs the person;
 - (II) is employed by a public sector employer other than a school district, college or university, or other institution devoted primarily to education, but who is employed primarily to perform educational functions;
 - (III) is on limited leave of absence from the employment described in items (I) and (II) above; or
 - (IV) is serving as an executive officer of the Association.

The Association shall continue to allow active membership to those active members who:

- **have been laid off due to a reduction in force for as long as such persons are eligible to be recalled, or for three (3) years, whichever is longer; or**
- **have been discharged, for as long as a legal challenge to such discharge is pending, who agrees to adhere to the Code of Ethics of the Education Profession, and who maintains membership in local and district affiliates and the NEA where eligible, and who is not eligible for any other class of membership as defined herein; or**
- **are receiving a disability benefit while currently on approved leave of absence by the Board of Education and are within the first five years of the disability benefit based on the first date of eligibility of the benefit.**
- **active membership will be continued for an OEA member who is a military reservist called to active duty. Dues for such member will be suspended until they return to previous education employment.**
- **ASSOCIATE MEMBERSHIP:** Open to any person who is interested in advancing the cause of public education but who is not employed by an educational institution, agency or organization and who is not eligible for any other class of membership in the Association.
- **INDIVIDUALS WITH OPEN LEGAL CASE:** Individuals with an ongoing legal matter (case is not yet closed) must maintain membership throughout the life of the case. As these individuals have certain requirements including maintaining their dues obligation while the legal case is open, the local representative responsible for membership should contact the OEA Membership Department to determine eligibility and the required dues amount.

- **MEMBERS ON OFFICIAL LEAVE OF ABSENCE (LOA):** A member on an official leave of absence which is approved by the employer is not free of the dues obligation while on leave. However, should the duration of the leave of absence be longer than one-half (1/2) of the school year, the member may be eligible for a dues reduction.

Leave of Absence (LOA) Membership Reporting Guidelines:

A member on official LOA, either paid or unpaid is not free of the dues obligation.

- Member on official LOA being paid full time salary: The member pays the full UEP (NEA, OEA, Uniserv, District and Local) dues. The membership does not need to be updated and the local does not need to notify OEA.
- Full-time members on official LOA not being paid their full-time salary for half or more of the school year shall pay half-time dues for their membership type.
- Half-time members on official LOA not being paid their full-time salary for half or more of the school year shall pay quarter-time dues for their membership type.
- Quarter-time members on official LOA not being paid their full-time salary for half or more of the school year, the local representative should contact the OEA Membership Department for the UEP dues amount.
- Only dues paying members are eligible for rights, privileges and benefits provided with unified dues.
- Contact your OEA assigned Labor Relations Consultant for questions regarding the information contained in the local bargaining contract that refers to payroll deductions and collections.

All questions regarding Leave of Absence should be directed to membership@ohea.org or by calling InfOEA at 1-844-632-4636.

Membership Codes

Many of the forms and documents you will be utilizing require the use of Membership Type Codes. Please be sure to familiarize yourself with these identifiers.

The following levels of membership are available to the members of a bargaining unit. The codes are used for reporting/billing and classifying the different membership types.

Active Educator Full-Time (AC-1-100)

- Classroom teachers, professors, school nurses, pupil personnel workers that work more than half-time.

Active Educator Half-Time (AC-1-50)

- Classroom teachers, professors, school nurses, pupil personnel workers that work half-time or less.
- Active educators on official leave of absence for one-half or more of the school year, and who are not paid full-time salaries. (February 1 is the date used to determine half-year leave status.)
- Substitute employees.
- Educators in reduction in force (layoff) status for one-half or more of the school year and with statutory or contractual recall or rehire rights.

Active Educator Quarter-Time (AC-1-25)

- Classroom teachers, professors, school nurses, pupil personnel workers that work quarter-time or less.

Active Education Support Professional Full-Time (AC-2-100)

- Paraeducators such as educational aides, secretaries, custodians, food service personnel, bus drivers, etc. that work more than half-time.

Active Education Support Professional Half-Time (AC-2-50)

- Paraeducators such as educational aides, secretaries, custodians, food service personnel, bus drivers, etc. that work half-time or less.
- Active education support professionals on official leave of absence of one-half or more of the school year and who are not paid full-time salaries.
- Education support professionals in reduction in force (layoff) status for one-half or more of the school year and with statutory or contractual recall or rehire rights.

Active Education Support Professional Quarter-Time (AC-2-25)

- Paraeducators such as educational aides, secretaries, custodians, food service personnel, bus drivers, etc. that work quarter-time or less.

SECTION II - DUES



Dues tables can be found in the yellow cardstock Reference Guide Section

Annual Dues

Association dues in Ohio are set at annual rates. Once members enroll, they have obligated themselves for the full annual dues rate appropriate to their membership classification. OEA Policy states dues are to be collected for that member even if the member is voluntarily or involuntarily terminated during the year. Any remaining dues obligation is to be withheld from the final paycheck unless the local association contract and bylaws contain other provision language.

Annual OEA dues of active members who are educators (such as classroom teachers, professors, school nurses, pupil personnel workers) shall be .0076 per dollar of the average salary for elementary and secondary classroom teachers in Ohio as established by the Ohio Department of Education for the second year prior to the budget year rounded to the nearest dollar, and an additional service fee shall be .0010 per dollar of the average salary for elementary and secondary public school classroom teachers in Ohio for the second year prior to the budget year rounded to the nearest dollar plus \$20.00 to be allocated to the support of the UniServ delivery system.

Annual OEA dues of active members who are education support professionals (paraeducators such as educational aides, secretaries, custodians, food service personnel, bus drivers, etc.) shall be as indicated in the Reference Guide under **Dues Tables**.

OEA dues of active members, whether educator or education support professionals, who are contracted to work less than half-time and are not paid full-time salaries, shall be half-time dues as indicated in the Reference Guide under **Dues Tables**. Active members who work less than one-quarter time, pay one-quarter of the NEA and OEA dues for the appropriate membership category.

In addition, the following members shall pay half-time dues as indicated in the Reference Guide under **Dues Tables**:

- (a) Active members on official leave of absence of one-half (1/2) or more of the school year and who are not paid full-time salaries.
- (b) Substitute employees.*
- (c) Members in reduction in force (layoff) status for one-half (1/2) or more of the school year with statutory or contractual recall or rehire rights.

*Substitutes eligible for membership through a Local Association will be defined in the local's bargaining contract. For assistance in determining eligibility, contact your Labor Relations Consultant. Substitutes not eligible for membership through a Local Association may contact the OEA Membership Department for an appropriate enrollment form.

United Education Profession (UEP) Dues

Dues amounts include portions for Ohio Education Association (OEA), UniServ service fee, National Education Association (NEA), District and Local Association dues. This total amount is referred to as "Unified Membership" and is printed on all materials and throughout this booklet. *Before using the membership forms, the amount included for local dues should be checked to insure that the correct amount was used.*

OEA is not responsible or liable for incorrect local dues amounts.

The local is responsible for the collection of dues, the transmittal of membership forms and sending dues money to the OEA Membership Department. OEA Membership Department receives dues money for OEA, NEA, district and any affiliated organizations, as well as the OEA UniServ service fee. *Money collected from members for local dues should not be sent to OEA with dues payments.* For details regarding the procedure for handling PAC (Political Action Committee) monies, refer to the Treasurer's Handbook, Chapter 3 – OEA/NEA Fund for Children and Public Education (FCPE).

Any person who initially becomes eligible to enroll for unified membership in an affiliated local association after the start of the membership year is eligible for prorated annual dues for their classification.

The prorated annual dues shall be based on whole months, September through August. The application of the prorated dues provision **does not** apply to the UniServ fee. Individuals are granted a 30-day period from initial eligibility in which to enroll but the dues amount will be calculated based upon the month in which initial eligibility first occurred.

(Example: if a person becomes eligible on November 15 they would have through December 14 to enroll, but no matter when they actually enrolled during that 30-day period, their annual rate would be 10/12ths of the annual rate with November being the starting month).

The date an individual first enters the bargaining unit (eligibility date) is the date used for dues determination. Do not use the date an individual first decides to become a member.

Any person enrolling where no affiliated local association is in existence or where they are not eligible for membership in the affiliated local shall not be entitled to the prorated dues provision. They shall pay either the full or half rate, dependent upon whether their eligibility for membership occurs before or after February 1 of the membership year.

SECTION III – FORMS AND DOCUMENTS

This section will review the different forms and documents utilized throughout the membership year to communicate membership information between your local association and the OEA Membership Department. A brief explanation and example of each form along with some guidelines for each have been provided. A quick reference per month has been included within the front section of this book (yellow cardstock) to give you an idea of when these forms and documents would be required.

Enrollment Form:

The Enrollment Form is used to enroll new members in your local bargaining unit.

You will be sent Enrollment Forms prior to the start of the membership year pre-printed with your local information including the unified dues amount for that particular membership year. Each new member is to have a form completed to reflect their particular information. Once these are completed they should be returned to OEA in the envelope provided.

Who fills out an enrollment form?

- New members in your local bargaining unit.

Who should not complete an enrollment form?

- Individuals already on the Continuous Membership Roster, unless they are changing pay method.

Enrollment Form Guidelines:

- Confirm the dues amount on the pre-printed enrollment form.
- All enrollment forms need a method of payment indicated (continuing payroll deduction, payroll deduction, cash or check). All checks should be made payable to the local association. Deposit any cash or check payments to the local's bank account and send **one** check to OEA.
- Make sure the member has signed and dated the form in all appropriate places. (2 signatures required as of 17-18 membership year.)
- The membership collector must sign and date each enrollment form. This signature and date provides verification of the effective date of coverage under the OEA/NEA Legal Services Program.
- Additional enrollment forms can be requested from the Membership Department.
- Return the top copy of the enrollment form to OEA as instructed in the packet.

Enrollment Form Overview:



See Example of form

The Membership Enrollment Form is to be used for new members, members who are not on the Continuous Roster or Renewal Forms.

- Social Security number is optional
- Primary Contact number is the number the member prefers to be contacted. It must not be a work phone number. It can be a cell phone number.
- Cell Phone number requires authorization to be used as a communication method.
- Signature required under membership enrollment.
- Signature required under dues authorization.

Example Enrollment Form (front)

Great Public Schools for Every Student! Membership Enrollment Form 2019 - 2020

OHIO EDUCATION ASSOCIATION
225 East Broad Street, Box 2550 • Columbus, Ohio 43216
Phone: (614) 228-4526 or 1-844-632-4636
Email: membership@ohea.org
Fax: (614) 227-3097
www.ohea.org



- CHECK BOX IF YOU ARE EMPLOYED
[] HALF TIME OR LESS
[] CHECK BOX IF YOU ARE EMPLOYED
[] QUARTER TIME OR LESS

PERSONAL INFORMATION

LAST 4 DIGITS
SOC. SEC. NO.

FIRST - MIDDLE INITIAL - LAST (URL, SR, ETC.)

NAME
ADDRESS
CITY
STATE
ZIP

NON-WORK E-MAIL ADDRESS

AREA CODE
PRIMARY CONTACT NUMBER

CELL PHONE NUMBER

By checking the box, I understand that the National Education Association and its affiliates including, OEA, the Local Association, NEA Member Benefits, and NEA 360 may use automated calling techniques and/or text message me on my cellular phone on a periodic basis. The NEA, OEA, NEA360, NEA Member Benefits or my Local Association will never charge for text message alerts. Carrier message and data rates may apply to such alerts.

GENDER
DATE OF BIRTH
MEMBERSHIP ELIGIBILITY DATE
FIRST TIME MEMBER?

SEE CODES ON BACK OF FORM

POSITION
PRIMARY SUBJECT TAUGHT
MASTER TEACHER
NBCT
ETHNICITY

*Ethnic minority information is optional and failure to provide it will in no way affect your membership status, rights or benefits in NEA, OEA or any of their affiliates. This information will be kept confidential.
Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction. Lobby expenses paid or incurred as part of membership dues cannot be deducted from your income taxes. The amount of the OEA membership dues attributable to lobby expenses and actual deductible dues dollars will be reported annually online and in the February issue of Ohio Schools Magazine for all levels of membership.

COLLECTOR'S SIGNATURE

DATE

MARGINAL WORD

LOCAL NAME / USER LOCAL ID

WORK LOCATION NAME / USER WORK LOCATION ID

Table with columns: ASSOCIATION, UNIFIED CODE, ANNUAL DUES. Includes rows for Unified Education Profession Dues, Organization Code, Fund ID, and TOTAL ANNUAL DUES.

Understand that this agreement is voluntary and is not a condition of employment and that I have the legal right to refuse to sign this agreement without suffering any reprisal.

MEMBERSHIP ENROLLMENT (Signature Required)

I wish to become a member of the Local Association, Ohio Education Association, District and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all four associations.

UNIFIED MEMBER'S SIGNATURE (REQUIRED OF ALL MEMBERS)
DATE

DUES DEDUCTION AUTHORIZATION (Signature Required)
YES, I hereby authorize by method of payment below the payment of the total annual dues, fees and assessments of the organizations indicated herein in consideration for the services the union provides. I understand that these annual amounts are subject to periodic change by the governing bodies of the associations. If payment is by payroll deduction I authorize the continuous deduction of said amounts from my earnings, consistent with the method of payment authorized (Annual or Continuing) and local policy. By choosing continuing payroll deduction I authorize the continuous deduction of said amounts from year to year hereafter without further authorization by me in the amounts to be certified to my employer from time to time. In the event my employment is voluntarily or involuntarily terminated, or I take an unpaid leave of absence, I agree the unpaid balance of the annual dues obligation not deducted during the year will be due the organizations. The payment of the membership dues obligation is accepted unless I revoke this authorization in a written revocation signed by me and delivered to OEA via U.S. Mail or email at the addresses listed on this form to be received during the period of August 1 and August 31 of the membership year immediately preceding the membership year in which the authorization is to be cancelled. In the event I wish to revoke my authorization outside of the period stated above, I agree to pay the OEA as collection agent for the amount indicated herein by continuing payroll deduction or other arrangement, the remainder of the amounts for the membership year.

METHOD OF PAYMENT (CHECK ONE BELOW)

- AUTHORIZED BY CONTINUING PAYROLL DEDUCTION
AUTHORIZED BY STANDARD ANNUAL PAYROLL DEDUCTION
CASH OR CHECK (CHECK #)

CHECKBOX FOR SIGNATURE
DATE



Example Enrollment Form (back)

The following information is represented in the form of codes. Please select the appropriate code and write it in the space provided on the front of this form.

POSITIONS		EDUCATIONAL SUPPORT (ESP)		ETHNICITY CODES		UNIFIED CODES	
PK-12	ADDED Adult Educator Classroom Teacher Coach (Activity/Sport) Counselor Health/Student Services Instructional Specialist/Tutor Librarian/Media Specialist Nurse Occupational Therapist Physical Therapist Psychologist Reading Specialist Intervention Specialist/Special Education Speech/Hearing Other	ADMIN ACAD ATPR ACRPR COUN INST LECT PROF ROTC OTHER	BGMR BTVD TSOT CUST FSOT HLTH LIAS MECH PRNT SEST SSOT SEDA TIPA OTHER	American Indian/Alaska Native Black Hispanic Caucasian (not of Spanish Origin) Asian Native Hawaiian/Pacific Islander Multi-Ethnic Other Unknown	AC-1-100 AC-2-100	Active Educator FT Active ESP FT	
HIGHER EDUCATION	% Administrator Administrator (Non-Eval) Assistant Professor Associate Professor Counselor Instructor Lecturer Professor ROTC Other	AGRI ARCH ARTS BSRE BUSN COMM CISC EDUC ENGR ENLL FLLI GEOG HIST HOME INAR JOUR MARK MATH MEDS POLS PSYC ROTC PHSC SOSC SDED VOCOT NONE OTHER					
PRIMARY SUBJECT TAUGHT	ADDED Adult Education Agric & Natrl Resources Arts Basic Education Curriculum Business Education Career and Technical Education Civics/Govern/Pol Sci Computer & Info Science Early Childhood Elementary Curriculum English as a Second Lang English/Language Arts Family and Consumer Science Foreign Language Geography Health History Marketing Mathematics Middle School Curriculum Music Physical Education Psychology Reading Science Social Studies Special Education Special Education Hearing Impaired Visually Impaired Vocational & Technical Education No Subject Taught Other						

*Directly hires, evaluates, transfers, disciplines or dismisses.

AFFILIATED DEPARTMENTS ANNUAL DUES (Requires OEA membership if eligible)		
Code	Fund ID	Dues
OAESF	F24	\$5.00
OASNP	F01	\$9.00
ASSOCIATE ORGANIZATIONS ANNUAL DUES		
Ohio Art Education Association	OAEA	F02 \$45.00
Ohio School Counselors Association	OSCA	F04 \$60.00
Ohio Council Tchrs. of English Lang. Arts	OCTELA	F06 \$40.00
Ohio Assn. Hlth., Phys. Ed., Rec. & Dance	OAHPERD	F07 \$50.00
Ohio Tech. & Eng. Ed. Assn. K-12 STEM	OATEA	F08 \$35.00
Ohio Council of Teachers of Mathematics	OCTM	F09 \$25.00
Doris L. Allen Minority Caucus	DLAMC	F10 \$15.00
Ohio Foreign Language Assn.	OFLA	F11 \$55.00
Science Education Council of Ohio	SECO	F13 \$30.00
Ohio Council for the Social Studies	OCSS	F14 \$30.00
OEA Women's Caucus	OEAWC	F16 \$15.00
Ohio Middle Level Association	OMLA	F23 \$30.00
OEA Gay Lesbian Bisexual & Transgender Caucus	GLBTC	F25 \$10.00
Ohio Association for Supervision and Curriculum Development	OASCD	F26 \$30.00
Ohio Educational Library Media Association	OELMA	F27 \$95.00
OEA Hispanic Caucus	OEAHSC	F29 \$10.00

Renewal Form:

The Renewal Form is used to renew enrollment for those members who are on record as a "non-continuous" member. Each member has the option to become a "continuous" or "non-continuous" member when they initially enroll which signifies their choice to have dues deductions continue year to year automatically ("continuous") or be required to authorize those deductions each year ("non-continuous"). For those that have chosen to be "non-continuous" the "Renewal Form" must be used.

You will be sent Renewal Forms prior to the start of the membership year. These forms will be pre-printed with the individual's information as well as your local information including the unified dues amount for that particular membership year. Once the member has signed the form they should be returned to OEA in the envelope provided.

Renewal Form Guidelines:

- A renewal form is printed for everyone on record with OEA that is a non-continuous member.
- Confirm all information including pre-printed dues amount is correct.
- If an individual does not receive a Renewal Form with their name on it and is not on the Continuous Membership Roster they **must** complete an Enrollment Form.
- Make sure the member has signed and dated the form in all appropriate places (2 signatures required as of 17-18 membership year).
- The membership collector must sign and date each enrollment form. This signature and date provides verification of the effective date of coverage under the OEA/NEA Legal Services Program.
- All renewal forms need a method of payment indicated (continuing payroll deduction, payroll deduction, cash or check). All checks should be made payable to the local association. Deposit any cash or check payments to the local's bank account and send **one** check to OEA.
- Return the top copy of the renewal form to OEA as instructed in the packet.

Grace Period

Members enrolled from renewal forms on an annual basis are assumed to have continued UEP membership without interruption into the next membership year, as long as they re-enroll with their local prior to September 30. A member who re-enrolls after September 30 shall be assumed to have interrupted their membership and shall not be entitled to any privileges, benefits or rights of membership for the period from September 1 to the date of their re-enrollment.

Renewal Form Overview:



See Example of form

The Membership Renewal Form is to be used for members who prefer to authorize membership each year.

- Social Security number is optional.
- Primary Contact number is the number the member prefers to be contacted. It must not be a work phone number. It can be a cell phone number.
- Cell Phone number requires authorization to be used as a communication method.
- Signature required under membership enrollment.
- Signature required under dues authorization.

Example Renewal Form (front)

Great Public Schools for Every Student!

Membership Renewal Form 2019 - 2020

OHIO EDUCATION ASSOCIATION
225 East Broad Street, Box 2550 • Columbus, Ohio 43216
Phone: (614) 228-4526 or 1-844-632-4636
Email: membership@ohea.org
Fax: (614) 227-3097
www.ohea.org



NATIONAL EDUCATION ASSOCIATION
nea.org

INSTRUCTIONS: Please review all information

LAST 4 DIGITS SOC. SEC. NO. _____
IND. MBR. _____

FILL IN ONLY IF THERE IS A CHANGE IN THE ABOVE

NAME	_____	_____	_____	_____	_____	_____	_____	_____	_____
ADDRESS	_____	_____	_____	_____	_____	_____	_____	_____	_____
CITY	_____	_____	_____	_____	STATE	_____	ZIP	_____	_____

NON-WORK E-MAIL ADDRESS

AREA CODE _____
PRIMARY CONTACT NUMBER _____

CELL PHONE NUMBER _____

By checking the box, I understand that the National Education Association and its affiliates including, OEA, the Local Association, NEA Member Benefits, and NEA 360 may use automated calling techniques and/or text message me on my cellular phone on a periodic basis. The NEA, OEA, NEA360, NEA Member Benefits or my Local Association will never charge for text message alerts. Carrier message and data rates may apply to such alerts.

SEE CODES ON BACK OF FORM

GENDER	DATE OF BIRTH	POSITION	PRIMARY SUBJECT TAUGHT	MASTER TEACHER
_____	_____	_____	_____	_____
*ETHNICITY		LPDC (Comm MEMBER)	NBC2	
_____		_____	_____	

*Ethnic minority information is optional and failure to provide it will in no way affect your membership status, rights or benefits in NEA, OEA or any of their affiliates. This information will be kept confidential. Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction. Lobby expenses paid or incurred as part of membership dues cannot be deducted from your income taxes. The amount of the OEA membership dues attributable to lobby expenses and actual deductible dues dollars will be reported annually online and in the February issue of Ohio Schools Magazine for all levels of membership.

COLLECTOR'S SIGNATURE _____ / / DATE _____

MARGINAL WORD

LOCAL NAME / USER LOCAL ID _____

WORK LOCATION NAME / USER WORK LOCATION ID _____

ASSOCIATION	UNIFIED CODE	ANNUAL DUES
Unified Education Profession Dues (Local, Uniserv, District, OEA and NEA)		
<i>Do you wish to be a member of another affiliated or associated organization? If so, indicate below the organization code(s) and annual dues amount (see back of form)</i>		
Organization Code:	Fund ID:	
Organization Code:	Fund ID:	
Organization Code:	Fund ID:	
TOTAL ANNUAL DUES		

I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right to refuse to sign this agreement without suffering any reprisal.

I wish to become a member of the Local Association, Ohio Education Association, District and the National Education Association. I hereby request and voluntarily accept membership in these associations and agree to abide by the Constitution and Bylaws of all four associations.

UNIFIED MEMBER'S SIGNATURE (REQUIRED OF ALL MEMBERS) _____ / / DATE _____

DUES DEDUCTION AUTHORIZATION (Signature Required)
YES, I hereby authorize by method of payment below the payment of the total annual dues, fees and assessments of the organizations indicated herein in consideration for the services the union provides. I understand that those annual amounts are subject to periodic change by the governing bodies of the associations. If payment is by payroll deduction I also authorize and direct my employer to deduct said amounts from my earnings consistent with the method of payment authorized (Annual or Continuing) and local policy. By choosing continuing payroll deduction I authorize the continuous deduction of said amounts from year to year hereafter without further authorization by me in the amounts to be certified to my employer from time to time. In the event my employment is voluntarily or involuntarily terminated, or I take an unpaid leave of absence, I agree the unpaid balance of the annual dues obligation not deducted during the year will be due the organizations. The payment of the membership dues obligation is accepted unless I revoke this authorization in a written revocation signed by me and delivered to OEA via U.S. Mail or email at the addresses listed on this form to be received during the period of August 1 and August 31 of the membership year immediately preceding the membership year in which the authorization is to be cancelled. In the event I wish to revoke my authorization herein, by continuing payroll deduction or other arrangement, the remainder of the amounts for the membership year.

METHOD OF PAYMENT (CHECK ONE BELOW)

- AUTHORIZED BY CONTINUING PAYROLL DEDUCTION
- AUTHORIZED BY STANDARD ANNUAL PAYROLL DEDUCTION
- CASH OR CHECK (CHECK # _____)

SIGNATURE REQUIRED _____ / / DATE _____



Example Renewal Form (back)

The following information is represented in the form of codes. Please select the appropriate code and write it in the space provided on the front of this form.

POSITIONS		EDUCATIONAL SUPPORT (ESP)		ETHNICITY CODES		UNIFIED CODES	
PK-12	HIGHER EDUCATION	ADMIN	Bldg/Grncls Maint/Repairs	American Indian/Alaska Native	01	Active Educator FT	AC-1-100
Adult Educator	Administrator (Non-Eval)	ACAD	Bus/Truck/Van Driver	Black	03	Active ESP FT	AC-2-100
Classroom Teacher	Assistant Professor	ATPR	Computer/Technician Services	Hispanic	04		
Coach (Activity/Sport)	Associate Professor	ACPR	Custodian	Caucasian (not of Spanish Origin)	05		
Counselor	Counselor	COUN	Food Service	Native Hawaiian/Pacific Islander	06		
Instructional Specialists/Tutor	Instructor	INST	Health/Student Services	Asian	07		
Librarian/Media Specialist	Lecturer	LECT	Library Assistant/Technician	Multi-Ethnic	08		
Nurse	Professor	PROF	Mechanic/Repairer	Other	09		
Occupational Therapist	ROTC	ROTC	Printing Services	Unknown	UK		
Physical Therapist	Other	OTHR	Secretarial				
Psychologist	*Directly hires, evaluates, transfers, disciplines or dismisses.		Security				
Reading Specialist			Special Education Assistant				
ROTC			Teacher/Aide/Paraeducator				
Intervention Specialists/Special Education			Other				
Speech/Hearing							
Other							

PRIMARY SUBJECT TAUGHT		EDUCATIONAL SUPPORT (ESP)		AFFILIATED DEPARTMENTS ANNUAL DUES (Requires OEA membership if eligible)		
PK-12	HIGHER EDUCATION	Not Applicable		Code	Fund ID	Dues
Adult Education	Agriculture	AGRI		OAESF	F24	\$5.00
Agrie & Natl Resources	Architecture	ARCH		OASNP	F01	\$9.00
Arts	Arts	ARTS				
Basic Education Curriculum	Basic Skills/Remedial Education	BSRE		OAEA	F02	\$45.00
Business Education	Business	BUSN		OSCA	F04	\$60.00
Career and Technical Education	Communications	COMM		OCTELA	F06	\$40.00
Civics/Govm/Pol Sci	Computer and Info Sciences	CISC		OAHPERD	F07	\$50.00
Computer & Info Science	Education	EDUC		OTEEA	F08	\$35.00
Early Childhood	Engineering	ENGR		OCTM	F09	\$25.00
Elementary Curriculum	English and Literature	ENLL		DLAMC	F10	\$15.00
English as a Second Lang	Foreign Language	FLLI		OFLA	F11	\$55.00
English/Language Arts	Geography	GEOG		OCSS	F14	\$30.00
Family and Consumer Science	History	HIST		OEAWC	F16	\$15.00
Foreign Language	Home Economics	HOME		OMLA	F23	\$30.00
Geography	Industrial Arts	INAR		GLBTC	F25	\$10.00
Health	Journalism	JOUR		OAASCD	F26	\$30.00
History	Marketing	MARK		OELMA	F27	\$95.00
Marketing	Mathematics	MATH		OEAHSC	F29	\$10.00
Mathematics	Medical Science	MEDS				
Middle School Curriculum	Political Science	POLS				
Music	Psychology	PSYC				
Physical Education	ROTC	ROTC				
Psychology	Science	PHSC				
Reading	Social Sciences	SOSC				
Science	Special Education	SDED				
Social Studies	Vocational Training	VOCT				
Special Education	No Subject Taught	NONE				
Hearing Impaired	Other	OTHR				
Visually Impaired						
Vocational & Technical Education						
No Subject Taught						
Other						

Continuous Membership Roster:

The Continuous Membership Roster is a listing of all members on record for your local who have chosen to have their dues deductions continue from year to year without the need for a renewal form.

You will be sent the Continuous Membership Roster prior to the start of the membership year. This listing should be reviewed and updated with any changes necessary and returned to OEA in the envelope provided.

Continuous Membership Roster Guidelines:

- Make all changes on the Continuous Membership Roster. Do not have anyone that is on the Continuous Membership Roster complete an enrollment form unless they change their pay method.
- If a continuous member is not on this roster and does not have a printed renewal form, an Enrollment Form must be completed and returned to OEA.
- Check the total amounts on the continuous roster. Review area codes for non-work phone numbers and add non-work e-mail addresses.
- After making corrections on the Continuous Membership Roster, make two copies. The local is to keep one copy and give the other copy to the employer/board treasurer for payroll deductions. Return the original Continuous Membership Roster to OEA Membership in the envelope provided.
- Continuous members do not need to initial the Continuous Membership Roster. The individual membership information can be verified by a local association representative.

Continuous Membership Roster Information

Continuing payroll deduction membership can be defined as “the process which allows an individual to authorize continuing payroll deduction from year to year without any additional sign up on the part of the member.” The majority of OEA members are continuous and remain loyal to the United Education Profession (UEP). Unnecessary duplication of paperwork for the member, the school district, and the local, state, and national associations can be eliminated with continuing membership.

If your local association is considering continuing payroll deduction membership, it is important that the appropriate OEA Labor Relations Consultant and persons from the OEA Membership Department in Columbus be involved in setting up the procedure for your local association. OEA personnel will be more than happy to work with local association leaders to establish an acceptable continuing payroll deduction membership program for your local. Early involvement of OEA personnel will help eliminate procedural problems that can arise when first converting to continuous payroll deduction membership.

Contact your Labor Relations Consultant if you are interested in establishing a continuing payroll deduction membership procedure for your local.

Continuous Membership Roster Overview



See Example of form

Number on Example Roster	Information Needed	Description/ Explanation
1	Name and Address	Make any corrections to the member's name and address in the space to the right of the printed name and/or under the address.
2	Home Phone (Home, Cell or Non-work)	Complete this information if blank or correct any information that has changed.
3	Non-Work E-Mail Address	Provide an e-mail address which is year round or correct any information that has changed.
4	Social Security Number	Complete this information if blank or make any necessary corrections.
5	Ind ID/Mbr ID	The Individual ID number and the Member ID number are both generated by OEA. The Individual ID does not change and is printed on the membership card. The member ID is only for the current year membership and will change every year.
6	OEA/NEA/LEA/District Codes	These codes represent the dues associated with the membership type assigned to the individual for their NEA, OEA, local and district membership enrollment.
7	OEA/NEA/LEA/District Dues	These amounts represent the dues associated with the membership type assigned to the individual for their NEA, OEA, local and district membership enrollment.
8	Total	This total represents the total annual dues based on the assigned membership types. Any correction/ addition to the membership dues will necessitate a change in the total dues amount.
9	Contin	Indicates whether the member has elected to be a continuous member. All individuals should have a "Y" in this space.
10	Ethnic	Identifies the ethnicity assigned to the member in our database. (01 American Indian/Alaska Native, 03 Black, 04 Hispanic, 05 Caucasian - not of Spanish Origin, 06 Asian, 07 Native Hawaiian/Pacific Islander, 08 Multi-Ethnic, 09 Other, UK Unknown) (Optional)

Number on Example Roster	Information Needed	Description/ Explanation
11	Gender	Identifies the gender (Male or Female) assigned to the member in our database. (optional)
12	Voter	Indicates whether the member is a registered voter. (optional)
13	M. Tchr	"Master Teacher" "Yes" means the member has a Master Teacher designation, "No" means they do not.
14	NBCT	"National Board Certified Teacher" "Yes" means the member has an NBCT, "No" means they do not.
15	LPDC	"Local Professional Development Committee" member. "Yes" means the member is an LPDC member, "No" means they are not.
16	Local	The name of the local association.
17	County	The Ohio County in which the employer is located.
18	Employer	The name of the member's employer (school district).
19	Work Loc	The name of the primary school building where the member works. Only one work location per member can be entered in the database.
20	Position	Fill in this information if blank or correct any information that has changed. The four letter codes for the member's current position can be found on the back of the renewal and enrollment forms and are specific to PK-12, Higher Education, and Education Support Professionals. <i>Please note: there is space for only one position within our system. Please indicate the primary position of the member.</i>
21	Primary Subject Taught	Complete this information if blank or correct any information that has changed. The four letter codes for these can be found on the back of the renewal and enrollment forms and are specific to PK-12 and Higher Education. All education support professional members should not have anything printed here. <i>Please note: there is space for only one position within our system. Please indicate the primary position of the member.</i>

Example Continuous Membership Roster

Page No : 2
Data As Of : 05/16/2011

OHIO EDUCATION ASSOCIATION
CONTINUOUS MEMBERSHIP ROSTER
BY LOCAL/CHAPTER/EMPLOYER/WORK LOCATION/NAME
MEMBERSHIP YEAR 11-12

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Report Name	Run Date	Home Ph	E-Mail	SSN	Ind Id	NEA AC-1-100	NEA Dues	Contn	Ethnic	Gender	Voter	NBCT	LPDC	Local	County	Employer	Work Loc	Position	Subject	
MSRS1204	05/16/2011 11:35:45	(216) 555-1011	XXX-XX-5555 (2)	0002830324 (1)	10221751 (1)	NEA AC-1-100	178.00 PR	Y	ANY	F	Y	No	No	X Y Z EA - 12345687	ANY	X Y Z LOCAL SD	Main St. Elem.	Classroom Teacher - CLTR	HIST	
<p>SMITHSONIAN, MARY L 91 BUTTERNET AVE WESTERVILLE OH 43081-1405</p> <p>Home Ph: (216) 555-1011 E-Mail: XXX-XX-5555 (2) SSN: 0002830324 (1) Ind Id: 10221751 (1)</p>																				
<p>WILLIAMS, DAVE R 23 OAK ST, APT 3A ANYTOWN OH 45660-3414</p> <p>Home Ph: (216) 555-1022 E-Mail: XXX-XX-2222 (7) SSN: 0005678914 (4) Ind Id: 10624985 (9)</p>																				
<p>WILSON, SUSAN D 2439 MAIN ST GEORGETOWN OH 43081-3438</p> <p>Home Ph: (216) 555-1033 E-Mail: XXX-XX-4444 (4) SSN: 0003487556 (7) Ind Id: 10266877 (2)</p>																				
<p>WOODS, GEORGE P 562 WILSON AVE KEYSTONE OH 44839-9648</p> <p>Home Ph: (216) 555-1044 E-Mail: XXX-XX-4444 (7) SSN: 0003487556 (8) Ind Id: 10266877 (5)</p>																				
<p>ZERCONS, THOMAS T RURAL ROUTE 3 SOMEWHERE OH 45450-1045</p> <p>Home Ph: (216) 731-5684 E-Mail: XXX-XX-5555 (4) SSN: 0002333457 (2) Ind Id: 10885441 (5)</p>																				
<p>Total : 829.50</p> <p>Total : 458.50</p> <p>Total : 481.00</p> <p>Total : 606.50</p> <p>Total : 307.00</p>																				

A local association representative is responsible for verifying the membership information and reading the language at the front of the report.

Making Corrections to the Continuous Membership Roster

An example of a continuous membership roster with typical corrections which would be sent back to OEA is included on the following page. The numbers below correspond with the circled numbers on the example continuous membership roster.

Clearly mark corrections to the continuous membership roster according to these directions so that the changes can be processed correctly.

Before distribution to the Membership Collector/Chairperson, the Local Treasurer or the local association representative should check the dues amounts. This is the amount to report to the employer payroll department. It is the responsibility of the local association to make sure the correct dues amounts are collected.

1. Correct name or address if the printed information is not correct.
2. Correct building assignments by writing the new building number (or the building name). Do not cross out a member's name and write them on another page to change building assignments. This will result in their cancellation.
3. Cross out any members who discontinue membership. Give the reason for the change under the address.
4. **Do not cancel members on official leave of absence (LOA). Members on LOA for one half or more of the school year and not paid their full-time salary shall pay one half of the annual UEP dues for their appropriate membership type. Refer to "Leave of Absence (LOA) Membership Reporting Guidelines."**
5. This shows a NEA life member that has fully paid their NEA dues. (OEA and NEA life memberships are no longer available and were stopped in the early 1970's.) This information is indicated as a membership type of AC-7-100 and 0.00 dues to collect. These members must pay the applicable OEA, NEA, UniServ fee, district and local association dues for which they do not hold a life membership.
6. If a member wishes to join any affiliated department and/or associate organizations, write in the organization's code (the codes are available on the back of the renewal and enrollment forms) and dues. Please note that if a member joined any associate organizations the previous year, the number and dues amount is already indicated on the continuing membership roster. If the member does not wish to continue their membership in the affiliate organization, simply cross out the dues for that organization. **Make sure the correct amount is added to the Total amount.**
7. Indicate a membership type change under the type list, i.e., half time to full time, full time to half time, etc. Change the "Total:" amount to reflect this change. Do not fill out an enrollment form for a type change.

ONCE CORRECTIONS ARE COMPLETED, MAKE TWO COPIES OF THE ORIGINAL CONTINUOUS MEMBERSHIP ROSTER. THE LOCAL ASSOCIATION SHOULD KEEP ONE COPY AND GIVE ONE COPY TO THE EMPLOYER PAYROLL DEPARTMENT. RETURN THE ORIGINAL AS SOON AS POSSIBLE, BUT POSTMARKED NO LATER THAN OCTOBER 15 TO THE OEA MEMBERSHIP DEPARTMENT.

Example Continuous Membership Roster—with Corrections

Page No : 2
Data As Of : 05/16/

OHIO EDUCATION ASSOCIATION
CONTINUOUS MEMBERSHIP ROSTER
BY LOCAL/CHAPTER/EMPLOYER/WORK LOCATION/NAME
MEMBERSHIP YEAR 11-12

Report Name : MSRS1204
Date : 05/16/2011 11:35:45

MEMBER NAME	LOCAL/CHAPTER/EMPLOYER/WORK LOCATION/NAME	MEMBERSHIP YEAR	NEA DUES	OE DUES	LEA DUES	DISTRICT DUES	OTHER DUES	TOTAL	CONTIN :	ETHNIC :	GENDER :	POSITION	SUBJECT
① JOHNSON, MARY L	342 E. Main TERVILLE OH 43081-1405	11-12	178.00	555.00	20.00	31.50	45.00	829.50	Y	05	F	Classroom Teacher - CLTR	HIST
② JOHNSON, MARY L	342 E. Main TERVILLE OH 43081-1405	11-12	178.00	555.00	20.00	31.50	45.00	829.50	Y	05	F	Classroom Teacher - CLTR	HIST
③ STAMM, DAVE R	OAK ST TOWN OH 45660-3414	11-12	106.50	314.00	20.00	18.00		458.50	Y	01	M	Classroom Teacher - CLTR	MATH
④ STAMM, DAVE R	OAK ST TOWN OH 45660-3414	11-12	106.50	314.00	20.00	18.00		458.50	Y	01	M	Classroom Teacher - CLTR	MATH
⑤ STAMM, DAVE R	OAK ST TOWN OH 45660-3414	11-12	106.50	314.00	20.00	18.00		458.50	Y	01	M	Classroom Teacher - CLTR	MATH
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Local association representative is responsible for verifying the membership information and reading the language at the front of the report.

Dues Transmittal Forms and Billing Statement



See Example of form

Your local association has a written contract with OEA pertaining to the transmitting of dues. An example of this contract is included for review of contents. The Dues Transmittal Contract requires a schedule of payments to be established. Based on this language you will be sent a "Dues Transmittal Agreement" which requests the required information to establish the dues transmittal schedule. This schedule will be used, along with your local's annual dues obligation amount, to calculate the amount due the association each month in order to meet that obligation. This information directly impacts the amounts reflected on your monthly billing statement.

The Bylaws of the Ohio Education Association, reflecting the will of the membership as expressed by the delegates to the various Representative Assemblies, states the following in regard to Dues Transmittal and Enforcement Procedures:

- a. The Ohio Education Association shall enter into written contracts with affiliates governing the transmittal of dues.
- b. Affiliated District Association dues shall be collected by the Ohio Education Association and refunded to the District Association.
- c. An affiliate which becomes delinquent in its contracted transmittal schedule by more than thirty (30) days shall be assessed a penalty of one (1) percent per month on the overdue balance.**
- d. Thirty (30) days prior to the Spring and Fall Representative Assembly, adjustments directly proportionate to the dues transmittal shall be made in the number of delegates to the Representative Assembly for failure to meet the provisions of contracted transmittal schedules.

Consistent with the above, the OEA has developed a Dues Transmittal Contract, which appears on the following two pages. Previously signed contracts and schedules for your local are on file at OEA.

Annually, OEA sends a "Dues Transmittal Agreement" form to the local association treasurer stating the current information contained in your "Dues Transmittal Contract." Any changes for the current membership year are to be returned to OEA postmarked on or before September 30th.

If OEA has not received a "Dues Transmittal Contract" and/or a reply to the "Dues Transmittal Agreement", your local association's current transmittal payment schedule will be the same for the future membership year.

All dues monies, whether from cash payments, payroll deduction or other methods of payment, should be transmitted to the OEA by the statement due date.

Example Dues Transmittal Contract (front)

NOTE: Following is a copy of the actual language included in Dues Transmittal Contracts. These contracts are on file at OEA Headquarters. There is no need for you to complete a new contract unless you receive notice from the OEA Membership Department that your Dues Transmittal Contract is not on file or is in some way incomplete.

Dues Transmittal Contract

Directions: Please complete two copies, then sign both and return them to the Ohio Education Association Membership Department along with your schedule of payments. OEA will sign and return one copy to you.

In accordance with Section 2-5a of the Bylaws of the Ohio Education Association, "The Ohio Education Association shall enter into written contracts with affiliates governing the transmittal of dues." Similar requirements adopted by the National Education Association and Executive Committee Policy 210.03, the Ohio Education Association enters into this contract with _____ (hereinafter referred to as the affiliated local association) relative to the collection and transmittal of membership applications and dues monies for the several classifications of professional membership.

1. The Ohio Education Association, in accordance with its written contract with the National Education Association, and agreements with the respective District Associations affiliated with the Ohio Education Association, shall be the established agency for the transmittal of membership dues and the processing of memberships for the Ohio Education Association, the National Education Association and the District Associations, which are the Capital, Central, ECOEA, EOEAE, NCOEA, NEOEA, NWOEA, SEOEA, SWOEA, and the WOEAE.
2. The Ohio Education Association agrees to receive applications for membership in the entities named in (1) above and to promptly transmit, in accordance with written agreements already in effect, monies received from the affiliated local association for memberships in the above named associations. In addition, the Ohio Education Association agrees to process memberships and transmit monies for departments, affiliates and associated organizations of the Ohio Education Association which annually agree that the Ohio Education Association will solicit memberships on their behalf and handle and transmit monies received for such memberships in such departments, affiliates and associated organizations in accordance with established and mutually acceptable procedures.
3. The affiliated local Association agrees to use the enrollment forms prepared by the Ohio Education Association, with the approval of the National Education Association and other entities for whom memberships are processed, in order that the constitutional provisions of the National Education Association and the Ohio Education Association can be satisfied and the information necessary for the governance of these associations and the proper handling of memberships and membership dues can be accomplished.
4. The affiliated local Association agrees to transmit monies received by cash, check, money order, or other non-deferred method of payment of membership dues to the Ohio Education Association within thirty (30) days of receipt of same from members. The affiliated local association also agrees that it will transmit, within thirty (30) days of their receipt, all monies received from boards of education, credit unions, or other agencies involved in the deduction of dues from payroll, credit union savings, or other procedures adopted by the local Association for deferred payment of dues by members. A schedule of payments, in accordance with local established procedures, is appended to, and when accepted by the Ohio Education Association, shall become part of this Agreement. The affiliated local Association agrees to pay one percent (1%) interest per month or any fraction thereof on any payments which are delinquent or delayed. The dues transmittal required by this contract shall be paid by the treasurer of the affiliated local Association according to the schedule appended hereto and the failure of the governing body of the affiliated local association to authorize payment when otherwise due by this contract shall not excuse the affiliated local association from the interest charge provided herein.

Example Dues Transmittal Contract (back)

This Agreement with the Schedule appended hereto is entered into as of _____ and is effective for the fiscal year of the Ohio Education Association beginning September 1 and shall continue from year to year thereafter as shall the schedule of payments appended hereto unless either or both is amended or modified in writing by the Ohio Education Association and the affiliated local association.

Executive Director, OEA

(Date)

President, Local Education Association

(Date)

EXAMPLE

Example Dues Transmittal Agreement



Due Date Information can be found in the yellow cardstock Reference Guide Section.



OHIO EDUCATION ASSOCIATION
2018-2019 Dues Transmittal Agreement
 Deadline for submission to OEA is September 30, 2018



May 9, 2018

In order to comply with Section 2-5a of the Bylaws of the Ohio Education Association, "The Ohio Education Association shall enter into written contracts with affiliates governing the transmittal of dues," this form must be completed on an annual basis.

Dues deduction information specific to your local association can be found in the local's Bargaining Unit Contract.

Members:	Prior Year -- 2017 - 2018 (For Informational Purposes)	2018-2019 Membership Year * (Enter # of deductions and dates)
Number of payroll deductions scheduled per membership year:	10 Deductions	
Date of first dues deduction:	November 01	
Date of last dues deduction:	August 01	

*If nothing is indicated above, the prior year billing schedule will continue for the current membership year.

Indicate how dues payroll deductions are transmitted to your local. Check Electronically Employer to OEA
 (check one)

NOTICE: An affiliate which becomes delinquent in its contracted transmittal schedule by more than thirty (30) days shall be assessed a penalty of one (1) percent per month on the overdue balance per Section 2-5c of the Ohio Education Association Bylaws.

Upon receipt of your first dues deduction from the school district, please provide (via fax/email) a copy of the accompanying payroll deduction listing which reflects the dues deducted with members' names.

Delinquent or slow payments may require OEA to conduct a financial audit of your local association's records.

Name (Printed): _____ Signature: _____
 Title: _____ Date: _____ Non-work e-mail: _____

This letter must be completed, postmarked, and returned to the OEA Membership Department, 225 East Broad St., Box 2550, Columbus, Ohio 43216 no later than September 30, 2018. For additional information on Local Association Dues Transmittal Contracts, refer to your 2018-2019 Treasurer's Handbook Chapter 1, Section II. E-mail your questions to membership@ohea.org or call (844) OEA-INFO (844-632-4636).

rev. 03/18

This form is a criterion for the OEA Treasurer's Award.

Mem. Ann.



Billing Statement:

The local treasurer will be sent a monthly billing statement from OEA. The billing statement is based on information provided within the dues transmittal agreement.

The billing statement reflects the annual dues obligation owed based on the membership totals on record and the corresponding dues of the membership types confirmed by the local.

During the membership processing season (September through November), while membership data is being updated, OEA will provide the local with a one-page billing statement. For the remaining months of the membership year, a multiple page bill will be sent to the local association treasurer in the monthly billing packet.

The Local Association will be billed for cash payers at 100% and monies from members collected by payroll deductions are billed in accordance with the Dues Transmittal Agreement. It is important for the Treasurer to consistently monitor and reconcile the billing statement utilizing the information from membership records from the employer and dues transmittal agreement.

Billing Statement Overview



See Example of form

Number on Example Billing Statement	Description	Explanation
1	Local Information	The local's name, treasurer's name, billing address (usually the treasurer's home address) and the local's user ID assigned by OEA. (The four digit ID number should be included with payments sent to OEA.)
2	Statement Dates	The Statement "As of" Date is the last date any informational changes were made to an individual record, payments applied or adjustments were processed for the local. The Payment "Due by" Date is the last day payments can be received by OEA to be included on the next billing statement.
3	Minimum Dues/Fees Due	This is the total amount due (cash and payroll) to be current with the dues transmittal schedule. This includes OEA dues with NEA dues, UniServ Service fee, District dues, Affiliated Departments and Associate Organizations dues and any penalty.
4	Total Amount Remitted	Space provided to write in the total amount being sent to OEA for payment.
5	Tear Off Section	Send in the top portion with payment. The bottom section is retained by the local. Please be sure your envelope has a return address.

Number on Example Billing Statement	Description	Explanation
6	Total Current Year Net Obligation	The sum of all annual dues/fees including year to date (YTD) obligation adjustments that may have been processed. This includes OEA dues, NEA, UniServ Service fee, District, Affiliated Department and Associate Organization annual dues.
7	Current Year YTD Payments Received	Total payments recorded by OEA from the start of the fiscal year (September 1 of the calendar year) to one day prior to the Statement "As of" Date .
8	Annual Current Year Balance Payable	Annual amount of Total Net Obligation minus YTD Payments Received .
9	Previous Month's Balance	The New Balance from the prior billing statement.
10	Curr(ent) Month Oblig(ation) Change	The sum of the additions(+), changes (+/-), and cancellations (-) made since the last billing period. This amount is also on the Billing Statement Detail page(s) by pay method (cash and payroll).
11	Curr(ent) Month Payments	Payments received by OEA for the current statement period.
12	New Balance	The previous Month's Balance +/- Current Month Obligation Change - Current Month Payments.
13	Penalties	Shows the Prior Penalty Balance from the last billing statement and the Current Payment Amount applied to the Prior Penalty Balance in the current period. The Current Penalty Assessment is any amount assessed in the current period. The New Penalty Balance equals (=) the Prior Penalty Balance - Current Penalty Payments + Current Penalty Assessments.
14	Past Due Amount (For information only)	This amount is from the day prior to the Statement "As of" Date . The amount shown is past due per the OEA Dues Transmittal Schedule on record.
15	Due Per Transmittal Schedule	This section is broken down by the payments of cash and payroll. The payroll total is the Total Net Obligation x Current Transmittal Percentage - YTD Payments Received. The cash amount due is calculated at 100%.
16	Minimum Amount	The amount of all dues/fees to be paid by the Payment "Due by" Date . It is the total of the Due Per Transmittal Schedule plus (+) New Penalty Balance . Please make checks payable to the Ohio Education Association (OEA).

Number on Example Billing Statement	Description	Explanation
17	Billing Statement Detail	<ul style="list-style-type: none"> • Member will be grouped by pay method (cash or payroll) within each of these sub-grouped by "Additions," "Changes" and "Cancellations". • Member printed under "Additions" include new members with a type change (new type) or with a payment method change (new payment method). • Member printed under "Cancellations" include members cancelled, those with a type change (old type) or those with a payment method change (old pay method). • Member printed under "Changes" are members with only a change in obligation (dues). <p>The Member Name and ID number is the first column. There is a column for NEA (National) data, SEA (State) data and LEA (Local) data. (OEA does not collect local dues therefore the LEA column will be blank.) Each column will show the membership type description, the member funds and the amount of obligation added or removed per fund.</p> <p>The members current obligation amount will be shown on the statement. The amount added or removed will be shown in parenthesis next to it.</p> <p style="padding-left: 40px;">Current Obligation (Amount Added or Removed)</p> <p>Examples using NEA dues</p> <p>183.00 (183.00) a \$183.00 obligation was added</p> <p>0.00 (-100.00) \$100.00 was removed and the current obligation is zero</p> <p>183.00 (0.00) the NEA obligation was not changed and the amount remains \$183.00</p> <p>The members current obligation and the (amount changed) appears in the far right column.</p>

Number on Example Billing Statement	Description	Explanation
		<p>At the end of the detail pages for each pay method, the net obligation "total change" for the billing period will be totaled. The "Grand Total" is the net effect of both pay methods (cash and payroll) will appear on the front page in the box "+/-Curr Month Oblig Change".</p>
18	Obligation Summary – NEA	<p>Under the "NEA Dues" column is the count of individuals with obligation for each NEA membership type and the sum of the obligation. Note the obligation and counts may include cancelled individuals with obligation.</p>
19	Obligation Summary – SEA (OEA)	<p>For each state fund there will be a count of individuals with obligation for each membership type and the sum of the obligations. These include OEA Dues, UniServ Service fee, District Dues, and a separate list for each Affiliated Department and Associated Organization. Note the obligation and counts may include cancelled individuals with obligation. (OEA does not collect local dues therefore the LEA column will be blank.)</p>
20	Balance Summary	<p>This Balance Summary is the same "Current Month Balance" information as shown on the front of the statement. Items are grouped and totaled by pay method. Columns include Previous Month's Balance, Current Month Net Change in Obligation, Current Month Payments, and New Balance.</p>
21	Payment Summary	<p>A list of all payments received by OEA Year to Date (YTD) identified by pay method. "Ref#" and "Ref Date" is the check number and date of the Local Association's check.</p>
22	Obligation Adjustment	<p>These adjustments are made at the Local Association account level and do not affect any individual records.</p>
23	Percentage Due per Transmittal Schedule	<p>This section of the bill is grouped by pay method. "Cash" is always billed at 100% and "Payroll" is the current percentage due based upon the locals transmittal schedule on record and should be paid by the reflected Due Date (see number 2).</p>

Example Billing Statement (page 1)

FRBL0150
OHIO EDUCATION ASSOCIATION
PO BOX 2550
225 E BROAD ST
COLUMBUS OH 43216

12-13

STATEMENT AS OF: 10/31/2012
PAYMENT DUE BY: 11/29/2012

1
LOCAL E.A. - 60980001 ID: 2632
ESTER M BUNNIE
TREASURER
212 HOPPING WAY
EGGSLEY OH 44444

MINIMUM DUES/FEES DUE: \$ 5,305.82

4
TOTAL REMITTED

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

..... Cut on dotted line

OHIO EDUCATION ASSOCIATION 5 LOCAL E.A. - 10980001 STATEMENT AS OF: 10/31/2012
ID: 2632

ACCOUNT SUMMARY

TOTAL 12-13	NET OBLIGATION	12-13	YTD PAYMENTS RECEIVED	ANNUAL 12-13	BALANCE PAYABLE
Dues/Fees : \$	6 37,294.00	7 \$	3,543.97	8 \$	33,750.03
NEA FCPE : \$	0.00	\$	0.00	\$	0.00
TOTAL : \$	37,295.00	\$	3,543.97	\$	33,751.03

PREV MONTH'S BALANCE	+CURR MONTH OBLIG CHANGE	-CURR MONTH PAYMENTS	=NEW BALANCE
Dues/Fees :\$ 36,570.00	10 :\$ 724.00	11 :\$ 3,543.97	12 :\$ 33,750.03
NEA FCPE :\$ 0.00	:\$ 0.00	:\$ 0.00	:\$ 0.00
9 TOTAL :\$ 36,570.00	:\$ 724.00	: \$3,543.97	:\$ 33,751.03

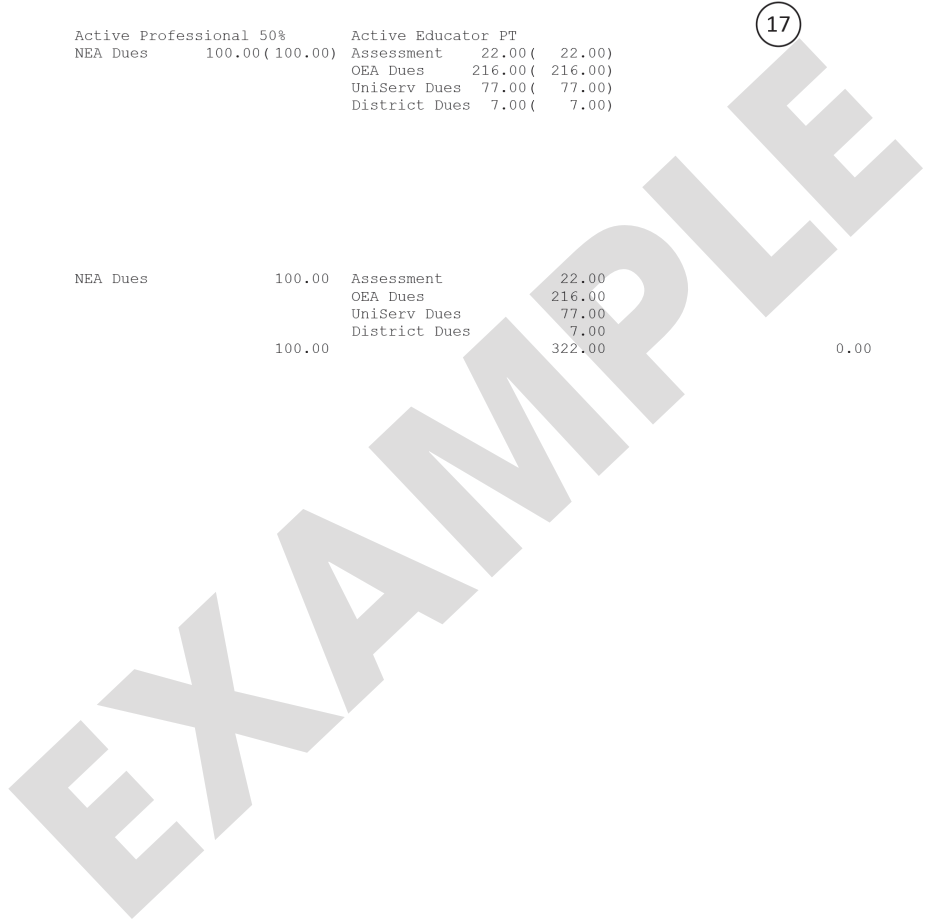
PRIOR PENALTY BAL :\$ 13 0.00	OF THE AMOUNT ON	DUE PER TRANSMITTAL SCHEDULE: 15
CURRENT PAYMENTS :\$ 0.00	RIGHT, THIS PART	CASH : \$ 2,682.00
CURRENT ASSESSMENT :\$ 10.57	IS PAST DUE	PAYROLL : \$ 2,613.25
NEW PENALTY BALANCE :\$ 10.57	14 \$1,907.00	TOTAL : \$ 5,295.25

MINIMUM AMOUNT 16 (INCLUDES DUES, FEES, ARREARS, PENALTY) NOW DUE TO BE CURRENT WITH SCHEDULE : \$ 5,305.82 DUE BY : 11/29/2012
--

Example Billing Statement (page 2)

FRBL0150	STATE	OHIO EDUCATION ASSOCIATION	STATEMENT DATE	:10/31/2012	Page:1
	BILLABLE PARTY	LOCAL E.A. - 10980001	USER ID	:2632	
	PAYMENT METHOD	CASH			
	BILLING STATEMENT DETAIL (12-13)				

MEMBER NAME ID	NEA TYPE/FUND	AMOUNT	SEA TYPE/FUND	AMOUNT	LEA TYPE/FUND	AMOUNT
ADDITION						
TURKEY TOM 0001234567	Active Professional 50%		Active Educator PT			
	NEA Dues	100.00 (100.00)	Assessment	22.00 (22.00)		
			OEA Dues	216.00 (216.00)		
			UniServ Dues	77.00 (77.00)		
			District Dues	7.00 (7.00)		
						422.00 (422.00)
TOTAL	NEA Dues	100.00	Assessment	22.00		
			OEA Dues	216.00		
			UniServ Dues	77.00		
			District Dues	7.00		
		100.00		322.00	0.00	422.00



17

Example Billing Statement (page 3)

FRBL0150 OHIO EDUCATION ASSOCIATION STATEMENT DATE : 10/31/2012
 LOCAL E.A. - 10980001 ID:2632
 BILLING STATEMENT DETAIL (12-13)
 SUMMARY PAGE

OBLIGATION SUMMARY

PAYMETHOD (18) NEA (19) SEA LEA

PAYROLL	NEA Dues			Assessment		
	AC-1-100	8,460.00	47	AC-1-100	1,034.00	47
	AC-1-50	.00	0	AC-1-50	.00	0
		<u>8,460.00</u>	<u>47</u>		<u>1,034.00</u>	<u>47</u>
				OEA Dues		
				AC-1-100	20,257.00	47
				AC-1-50	.00	0
					<u>20,257.00</u>	<u>47</u>
				UniServ Dues		
				AC-1-100	3,619.00	47
				AC-1-50	.00	0
					<u>3,619.00</u>	<u>47</u>
				District Dues		
				AC-1-100	658.00	47
				AC-1-50	.00	0
					<u>658.00</u>	<u>47</u>
				OCTM		
				AC-1-100	25.00	1
					<u>25.00</u>	<u>1</u>
				OAEA		
				AC-1-100	90.00	2
					<u>90.00</u>	<u>2</u>
CASH	NEA Dues			Assessment		
	AC-1-100	540.00	3	AC-1-100	66.00	3
	AC-1-50	200.00	2	AC-1-50	44.00	2
		<u>740.00</u>	<u>5</u>		<u>110.00</u>	<u>5</u>
				OEA Dues		
				AC-1-100	1,293.00	3
				AC-1-50	432.00	2
					<u>1,725.00</u>	<u>5</u>
				UniServ Dues		
				AC-1-100	231.00	3
				AC-1-50	154.00	2
					<u>385.00</u>	<u>5</u>
				GLBTC		
				AC-1-100	30.00	1
					<u>30.00</u>	<u>1</u>
				District Dues		
				AC-1-100	42.00	3
				AC-1-50	14.00	2
					<u>56.00</u>	<u>5</u>
				OFLA		
				AC-1-100	45.00	1
					<u>45.00</u>	<u>1</u>
				OCTM		
				AC-1-100	25.00	1
					<u>25.00</u>	<u>1</u>
				OTEEA		
				AC-1-100	35.00	1
					<u>35.00</u>	<u>1</u>

Example Billing Statement (page 4)

FRBL0150	STATE	OHIO EDUCATION ASSOCIATION	STATEMENT DATE	:10/31/2012	Page:2	
	BILLABLE PARTY	LOCAL E.A. - 10980001	USER ID	:2632		
	PAYMENT METHOD	PAYROLL				
	BILLING STATEMENT DETAIL					
MEMBER NAME ID	NEA TYPE/FUND	AMOUNT	SEA TYPE/FUND	AMOUNT	LEA TYPE/FUND	AMOUNT
ADDITION						
KRINGLE KRIS 0009998887	Active Professional FT NEA Dues	180.00 (180.00)	Active Educator FT Assessment	22.00 (22.00)		
			OEA Dues	431.00 (431.00)		
			UniServ Dues	77.00 (77.00)		
			District Dues	14.00 (14.00)		724.00 (724.00)
CLAUS SANDRA 0003456789	Active Professional FT NEA Dues	180.00 (180.00)	Active Educator FT Assessment	22.00 (22.00)		
			OEA Dues	431.00 (431.00)		
			UniServ Dues	77.00 (77.00)		
			District Dues	14.00 (14.00)		724.00 (724.00)
CHANGES						
TURKEY TOM 0001234567	Active Professional 50% NEA Dues	0.00 (-100.00)	Active Educator FT Assessment	0.00 (-22.00)		
			OEA Dues	0.00 (-216.00)		
			UniServ Dues	0.00 (-77.00)		
			District Dues	0.00 (-7.00)		0.00 (-422.00)
BUNNY ESTHER 0009876543	Active Professional FT NEA Dues	0.00 (-180.00)	Active Educator FT Assessment	0.00 (-22.00)		
			OEA Dues	0.00 (-431.00)		
			UniServ Dues	0.00 (-77.00)		
			District Dues	0.00 (-14.00)		0.00 (-724.00)
TOTAL	NEA Dues	80.00	Assessment	0.00		
			OEA Dues	215.00		
			UniServ Dues	0.00		
			District Dues	7.00		
		80.00		222.00		302.00
GRAND TOTAL	NEA Dues	180.00	Assessment	22.00		
			OEA Dues	431.00		
			UniServ Dues	77.00		
		180.00	District Dues	14.00		724.00
				544.00		

Example Billing Statement (page 5)

FRBL0150	OHIO EDUCATION ASSOCIATION LOCAL E.A. - 10980001 ID: 2632 BILLING STATEMENT DETAIL (12-13) SUMMARY PAGE			STATEMENT DATE : 10/31/2012	
BALANCE SUMMARY					
	20	PREVIOUS BALANCE	NET CHANGE IN OBLIGATION	CURRENT PAYMENTS	NEW BALANCE
PAYROLL					
Dues/Fees :		\$ 33,841.00	\$ 302.00	\$ 3,074.97	\$31,068.03
NEA FCPE :		\$ 00.00	\$ 00.00	\$ 00.00	\$ 0.00
TOTAL :		\$ 33,841.00	\$ 302.00	\$ 3,074.97	\$31,068.03
CASH					
Dues/Fees :		\$ 2,729.00	\$ 422.00	\$ 469.00	\$ 2,682.00
NEA FCPE :		\$ 00.00	\$ 00.00	\$ 00.00	\$ 0.00
TOTAL :		\$ 2,729.00	\$ 422.00	\$ 469.00	\$ 2,682.00
PAYMENT SUMMARY					
PAYMETHOD	21	REF #	REF DATE	AMOUNT	DESCRIPTION
CASH		2525	10/10/2012	\$ 469.00	TOM TURKEY
PAYROLL		396	10/10/2012	\$ 3,074.97	ASSN-PR
OBLIGATION ADJUSTMENT SUMMARY					
PAYMETHOD	22	DATE	FUND	AMOUNT	DESCRIPTION
PERCENTAGE DUE PER TRANSMITTAL SCHEDULE				23	
PAYROLL					16.66 %
CASH					100.00 %

Reconciliation of Local Association Members

Periodic reconciliations of the local association's members to the list of members that OEA has on record is important for the following reasons:

- To insure all members are on record with OEA for the purpose of maintaining the applicable OEA and NEA benefits and services.
- To insure full dues for all members are collected and to avoid loss of income to the Local Association, District, OEA, or the NEA.
- To verify that all payroll deductions for dues are collected accurately and in a timely manner by the employer payroll department and to prevent members from over or under paying dues which could result in unnecessary expenditure of resources, member concerns, or loss of income.
- To prevent the possibilities of incurring late penalty payments and potential delegate seating issues at the OEA and NEA Representative Assemblies.

Reconciliation Tips

The overall purpose of these 11 tips is for the local treasurer to maintain accurate member records, insure proper payroll deductions are being withheld by the employer payroll department, and that the payment of dues to OEA are made according to OEA policy, your local's transmittal schedule, and Ohio laws.

1. Submit all local association initial enrollment materials to OEA in accordance with the timelines set forth in this handbook.
2. Review your local's transmittal agreement to insure it is in-line with your bargaining unit contract's payroll deduction language.
3. Provide the employer payroll department with timely enrollment materials for all members paying dues through payroll deductions.
4. Collect full dues from cash payers at the point of enrollment and forward payment to OEA within 30 days of receipt.
5. Review the employer payroll deduction list for each pay period to verify all member deductions are being accurately withheld. **Payroll deduction lists should accompany each dues payment received from the employer payroll department.** Each list should contain the following information: name of member, a member's ID number (or last 4 digits of the social security number) and dues deduction amount. Contact your employer payroll department if you are not receiving this list.
6. Local Association dues paid by a check from the employer must have a payroll deduction list for each pay period accompany the payment to OEA. Work with your employer payroll department to insure OEA and your local receives these lists.
7. Forward all member changes and cancellations **as they occur** to OEA on a current year Membership Update Form. A copy of this form is included in all monthly billing packets. Review the OEA monthly billing statement to insure the changes are completed.

8. Submit member additions, changes and cancellations to the employer payroll department in a timely manner. Review the payroll deduction list to insure that payroll deduction amounts have been updated.
9. **At least twice a year** compare the OEA member roster to the local association's member records.
10. If needed, contact your Labor Relation Consultant for assistance with working with the employer.
11. Keep the line of communication open between you and the employer's payroll department to maintain accurate payroll deduction records for all eligible members in your local.

OEA Enrollment Summary/Potential Count Form

This form is to summarize the actual number of active members in your local versus the total number of employee positions which are in your defined bargaining unit and eligible for membership. OEA will use the information on this form at the beginning of the membership year to verify the local association's membership counts once processing has been completed.

Example OEA Enrollment Summary/Potential Count Form



Due Date Information can be found in the yellow cardstock Reference Guide Section.

OEA
OHIO EDUCATION ASSOCIATION

2018-2019
ENROLLMENT SUMMARY/ POTENTIAL COUNT FORM

nea NATIONAL EDUCATION ASSOCIATION
Great Public Schools for Every Student

Work Location/Building Name (For Local Association use only)

The OEA Enrollment Summary/Potential Count form is used to reconcile the number of members that are reflected in the forms (New Enrollments, Renewals, Continuous Roster) that are sent to us. It is not necessary to send an enrollment summary form for every building, instead, consolidate the information and send one form for the local.

Number of Members

Number of Educators Who are Members (AC-1-100, AC-1-50, AC-1-25): _____

Number of Educational Support Professionals Who are Members (AC-2-100, AC-2-50, AC-2-25): _____

TOTAL Number of Members for this Local: _____

Cash/Check Payment

Number of Members Who Pay by Check _____ Check Amount _____ Local Association Check Number _____

Payment for cash payers is due upon enrollment. Deposit the member's check into the Local's bank account and send one Local Association check for all cash payers to OEA. Send only OEA, NEA, UniServ, District dues, do not include local dues. Any local dues sent to OEA will be applied as a payment to the local's account.

Potential Membership Count

Total number of employee positions which are in your defined bargained unit and eligible for membership: _____

Potential Membership Count is the total count of every employee position which is in your defined bargaining unit and eligible for membership. (Members and Non-Members) Your Payroll or Human Resource Department should have this number available for your local's use.

Mailing Information


Use the enclosed return envelope to send this form together with the continuous roster to OEA Membership Department, 225 East Broad St, Box 2550, Columbus Ohio 43216. Return the materials as soon as possible, but the postmark must be on or before October 15.

Completed by: _____ Signature: _____

Title: _____ Date: _____ Non-work email: _____

When OEA has completed the processing of the local's forms, an electronic roster will be sent. If this form is completed by an officer other than the local treasurer (Vice-President, Membership Chair, etc.), a roster will be sent to the e-mail written above AND to the treasurer on record. The first hard copy roster of the year will be sent with the billing statements in February.



If you need assistance, please contact the Membership Dept. at membership@ohea.org or call (844) OEA-INFO (844-632-4636).

Rev 05/18 

Local Association Reporting Form

Each year in March/April you will be sent a Local Association Reporting Form. This form requires updates to information on file at OEA which will be used to prepare forms and documents for the upcoming membership year and will be reflected on those items you will receive within the Annual Membership Enrollment mailing.

Example Local Association Reporting Form (front)

 OEA <small>OHIO EDUCATION ASSOCIATION</small>	OHIO EDUCATION ASSOCIATION Local Association 2018-2019 Reporting Form	 nea NATIONAL EDUCATION ASSOCIATION <small>Great Public Schools for Every Student</small>																								
<p>The information required on this form is critical for the printing of your local's 2018-2019 membership materials.</p> <p>Please return the completed form no later than April 1, 2018. If not returned by this date, OEA will utilize prior year information. Include it in the blue billing envelope or mail to: Ohio Education Association Membership Department, 225 E. Broad St., P.O. Box 2550, Columbus, OH 43216-2550. This form may be scanned and emailed to membership@ohea.org, Subject: Local Association Reporting Form.</p> <p style="text-align: center;">(See Reverse Side for Complete Instructions)</p>																										
Test Local EA	ID: 123456789	Billable Party: 0000																								
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<p>Completed by: _____ Date: _____</p> <p>Email: _____ Phone: _____</p> <p>0000000000</p>																										

Example Local Association Reporting Form (back)

Local Association Reporting Form Instructions

Local Dues Information

The "Local Dues on Record" column shows the local association dues OEA currently has on record for your local. Enter the local association dues for each membership type in the 2018-2019 Local Dues column.

Note: Provide only the local association dues - **do not** include OEA, NEA, UniServ, or District Association dues amount. OEA will add your local association dues to the OEA, NEA, UniServ, and District dues and print the total Unified dues amount on the Enrollment Forms, Renewal Forms, and Continuous Roster.

Indicate whether or not the local officers' Unified (OEA/NEA/UniServ/District) dues are paid by the Local Association (circle yes or no).

Bargaining Contract Information

– **Bargaining Contract Expiration (Mth/Yr)?**

If your local's Bargaining Unit Contract has expired, enter the month and year of the new contract's expiration date. If your local is in negotiations, note that your local is still bargaining.

– **Continuous Membership?**

Continuous members do not have to sign an individual form each year. Did your local add new continuing membership language in their bargaining contract?

Membership Update Form

Along with each monthly Billing Statement, the local treasurer will receive a copy of the current year Membership Update Form that is shown on the two following pages. This form is to be used to communicate any membership changes. (It is not to be used for new enrollments.)

Please note: There is no need to send in this form if there are no changes.

Section I—This section is for changes to the individual’s membership type. This would include: Member ID Number, current membership period, new membership period and description of membership type change: (i.e. Educator to Education Support Professional, or vice-versa, full time to half time, half time to quarter time, etc.). This form is not to be used for enrolling new members. An enrollment form is required to be completed and signed by new members.

Section II—This section is for changes to individual’s personal information. This would include: Name, address, non-work email and non-work phone changes.

Section III Cancellations—In the last column write in the total amount of dues collected from the individual. Do not include local dues. If you are uncertain as to the amount of dues collected for the member being cancelled, call your payroll office. They should be able to give you this information. If the member paid by cash or check, the total amount collected is the total dues for the year. If this information is omitted 100% of the Dues will continue to be billed to the local association.

To help calculate how much of the dues collected was local association dues; review the worksheet example provided on the back, then use the calculation for each individual.

Example Membership Update Form (front)

**Ohio Education Association
2018-2019
Membership Update Form**

Local Association Name: _____ Local User ID: _____ Date: _____
 Preparer: _____ Phone Number: _____ E-Mail Address: _____

Current membership information is essential if local records are to coincide with state records in regard to individual membership status for legal services coverage, billings for dues, and determination of delegate entitlements as well as communicating with the members.

This form cannot be used for enrolling new members. An enrollment form is required to be completed and signed by new members.

Section I. Use This Section To Report Membership Type Changes (i.e., Educator to Education Support Professional, or vice-versa), Member Level Changes (i.e., full-time to half-time, half-time to quarter-time, etc.)

ID Number	FULL NAME	Effective Dates of Current Membership Type	Effective Dates of New Membership Type	DESCRIPTION
0009876543	BOBBY SMITH	9/1/20XX - 11/30/20XX	12/1/20XX	Half-time to Full-time Beginning 12-1-20XX (EXAMPLE)

Section II. Use The Section Below to Report Personal Information Updates (i.e., name, address, non-work e-mail, and non-work phone).

ID Number	FULL NAME	New Personal Information
0006315795	June Miller	Change Name & Address to June M Wilson, 123 Anywhere St, Some Town, OH 44444 (EXAMPLE)

Return to: _____
 Electronic form: www.ohca.org/Member-Center/Members-only (You must log in to view the form.)
 OEA Membership Department
 225 East Broad Street, Box 2550
 Columbus, Ohio 43216
 Membership Questions Contact Us At: membership@ohca.org or IntOEA at 1-844-632-4636.

Example Membership Update Form (back)

Local Association Name: _____ Local ID: _____

Section III. Cancellations: Use this work sheet format to calculate the amount of dues collected by payroll deduction for each individual that leaves your local during the 2018-2019 membership year. If the individual to be cancelled paid their dues obligation in cash, write "cash" in Column E below along with the individual's ID Number, Full Name, Effective Date, and Reason for Cancellation. The local association is in no way obligated to refund any portion of a cash payment.

Individuals are obligated to pay the full year's dues. Please confirm the collection of the full year's dues by writing the amount collected in Column E below along with the Individual's ID Number, Full Name, Effective Date, and Reason for Cancellation. If the local was unable to collect full dues, complete the following steps to assist you in calculating the appropriate amount to report in column E.

Step One – Calculate the Local Dues Portion:

Yearly Local Association Dues Amount (LEA) for this individual _____
 Divided by total number of payroll dues deductions for year \div _____
 Equals amount of local (LEA) dues per payroll deduction _____
 Times number of payroll deductions this individual paid including the final pay \times _____
 Equals total amount of local (LEA) dues collected by payroll deduction _____

Step Two – Calculate the OEA/NEA/Uniserv/District Dues Portion:

Total amount of dues collected from the individual including the final pay _____
 Less local (LEA) dues collected (Result from Step One, outlined box above.) _____
 Total annual dues collected and amount due to OEA _____
 (Transfer This Amount to Column E Below) _____
 _____ (amount provided by employer)

Column A	Column B	Column C	Column D	Column E
ID Number	Full Name	Effective Date	Reason for Cancellation	Amount Collected (Do Not Include Local Dues)

If the total amount of dues collected is not provided for each cancellation, the Membership Department will contact you to obtain the information. The local will continue to be billed 100% of dues until the information is provided. For questions contact Membership at membership@oiea.org or call IntOEA at 1-844-632-4636.

Rev. 05/18



Custom Membership Roster

Custom membership rosters will be sent to the local association treasurer after initial processing of enrollment material is completed and then again in May. These rosters should be utilized to assist the treasurer in their reconciliation of membership records. It is suggested this roster be compared to the payroll list provided by the employer. (Please see sections titled "Reconciliation of Local Association Members and "Reconciliation Tips".)

This information explains the Custom Membership Roster on the following page. The numbers below correspond to the circled numbers shown on the example roster. (These numbers will not be printed on the rosters sent out during the year.)

Number on Example Membership Roster	Description	Explanation
1	Individual ID Individual Name	This number is assigned by the membership database and is unique to each individual. The individual's last, first and middle name.
2	Address, City, State, Zip	The individual's mailing address.
3	Non-Work Phone No	The individual's home or cell phone number with area code.
4	Non-Work Email	The individual's personal e-mail address.
5	Member Type	Active Educator FT . . .Active Educator Full Time Active Educator PT . . .Active Educator Half Time Active Educator QT. . .Active Educator Quarter Time Active ESP FTActive Education Support Professionals Full Time Active ESP PTActive Education Support Professionals Half Time Active ESP QTActive Education Support Professionals Quarter Time

Number on Example Membership Roster	Description	Explanation
6	Work Location Name	Building the individual is assigned to.
7	Pay Method	PR=payroll CA=cash
8	Continuous	Y=Continuous N=Non Continuous (All Cash Payers are N)
9	Obligation	Total Individual Dues - (NEA, OEA, UniServ service fee, OEA District and Affiliated Department or Associate Organization)
10	Other Funds	Affiliated Department or Associate Organization which an individual has self-elected and the dues amount are included in the total obligation.
11	Cancel Date	Date the individual's membership was cancelled.
12	Membership Year, Local Name, Local ID and Billable Party ID	The Billable Party ID is a 4 digit number assigned by OEA which identifies Local Association's Billing Account.
13	Total Net Obligation	Total amount of all dues/fees for Local Association (NEA, OEA, UniServ service fee, OEA District and Affiliated Department or Associate Organization)
14	Number Active	Total Number of effective individuals for local.
15	Number Cancelled With Obligation	Total number of cancelled individuals for local.
16	Page Number	Page number of roster.
17	Data as of	The date the data was generated.

Example Custom Membership Roster

2012-2013 LOCAL E.A. - 11110000 (0000)		OHIO EDUCATION ASSOCIATION		Number Active: 175	
Total Net Obligation for Local: \$114,868.66		Number Cancelled with Obligation: 7			
Name and Address	Phone E-Mail	Member Type Work Location	Pay Method Continuous	Obligation Other Funds Cancel Date	
0002828705 ADAMS, SUSAN R 386 CLEAR DR NO WHERE OH 43117	(555)871-8092 MY_HOME_EMAIL@VERIZON.NET	Active ESP FT Lincoln ES	PR Y	\$439.00 OADDP	
0004509085 BLAKE, EDWARD F 12103 SCOTT AVE ANY WHERE OH 43117	(555)661-5684 BLAKER@HOTMAIL.COM	Active ESP FT Washington MS	PR Y	\$439.00 OADDP	
0002817222 CARTER, SHARON M 123 SNOWY RD WHERE EVER OH 43117	(555)249-9629 SCARTER@OH.K12.US	Active ESP FT Jefferson HS	CA N	\$430.00	
0002814590 DANIELS, CORINNE 5929 NORTH PARK AVE SOME WHERE OH 43117	(555)845-7335 AITEACHER@EDUREKA.NET	Active Educator FT Lincoln ES	PR Y	\$742.00 8/31/12	
0002816682 EVANS, BARBARA J 27601 MILLS LANE APT B5 OVER THERE OH 43117	(555)731-5684	Active ESP FT Jefferson HS	PR Y	\$430.00	
0002825954 FARCUS, JEANNE 1396 W 53RD ST RIGHT HERE OH 43117	(555)761-2304	Active ESP FT Jefferson HS	PR Y	\$435.00 OAESE	
0002757114 GANDER, CARRIE M 1114 TRIMWOOD VILLAS BLVD RIGHT THERE OH 43117	(555)661-9786 MY_HOME_EMAIL@ATT.NET	Active Educator FT Lincoln ES	PR Y	\$742.00	
0004777406 HARGUS, SALLY MAY 3792 ANTIQUA BLVD NOT HERE OH 43117	(555)371-9721 MY_HOME_EMAIL@WE.COM	Active Educator FT Jefferson HS	CA N	\$742.00	
0002756913 ISMUS, BETTY L 220 CARRIWOOD RD HERE OH 43117	(555)321-3788 MY_HOME_EMAIL@AOL.COM	Active Educator FT Washington MS	PR Y	\$827.00 OASCD SECO OMIDA	
0002853770 JARABECK, DOREEN L 13314 ABLE AVE THERE OH 43117	(555)581-1483 MY_HOME_EMAIL@HOTMAIL.COM	FSF Educator FT Washington MS	PR N	\$720.00	
0002758729 WOODS, CAROL L 23775 HACKBERRY BLVD WHEREAMI OH 43117	(555)239-0519	Active ESP FT Jefferson HS	PR Y	\$272.00	
0002751646 WOLFE, VIRGINIA A 12900 ON THE LAKE ERIE OH 43117	(555)205-5555 MY_HOME_EMAIL@ATT.NET	Active Educator FT Washington MS	PR Y	\$434.50	

SECTION IV – TREASURER HELP AND GUIDELINES

Completed Materials Checklist:

Here are some important points for the Treasurer, Membership Chair and/or Association Representatives to check once the current year membership materials are completed and ready to mail to OEA.

- The “TOTAL ANNUAL DUES” must be completed accurately on all forms and materials. The total amount of dues to be collected should be written in this box including any affiliated organizations (art, language, science teachers, etc.) that the member opted to join. The local association is responsible for collecting and transmitting the correct amount of dues to OEA Membership Department.
- All enrollment and renewal forms need a method of payment indicated (continuing payroll deduction, payroll deduction, cash or check). All checks should be made payable to the local association. Deposit any cash or check payments to the local’s bank account and send one check to OEA.
- Make sure the member has signed and dated the form in both membership and dues authorization sections. The date determines the effective date of coverage under the OEA/NEA Legal Services Program.
- The membership collector must sign and date each enrollment form. This signature and date provides verification of the effective date of coverage under the OEA/NEA Legal Services Program.
- Distribute each of the four copies of the enrollment and renewal form. The top (white) sheet should be returned to OEA. The second (green) sheet should be sent to your employer payroll department if the member is using payroll deduction. The local association should keep the third (yellow) sheet. The fourth (blue) sheet is the member’s receipt.
- Check the total amounts on the continuous roster and review non-work phone numbers and add non-work e-mail addresses.
- Make two copies of the continuous membership roster. Give one to the employer payroll department for payroll deductions and keep one for the local’s records.
- Make sure all half-time, and quarter-time members are clearly marked on the enrollment forms by checking the appropriate box located at the top center portion of the forms.
- Forms are to be grouped in categories, e.g., renewals, new enrollments, continuing memberships. Return all initial enrollment materials and forms in the self-addressed envelope included. This self-addressed envelope should be postmarked on or before October 15.

Collecting Forms by Building

OEA suggests a single collection point which allows for more accurate local accounting and reduces the chances of a building being missed. For larger locals, it may be easier to determine if all buildings have been accounted for in the membership collection process by having the membership forms from the building representatives sent to one person designated within the local.

Returning Materials to OEA

A self-addressed envelope is included with the membership materials. Return all initial enrollment materials and forms in the self-addressed envelope. This self-addressed envelope should be postmarked on or before October 15.

Membership Processing and Accounting Master Schedule

The following schedule provides you an overview of the membership year and highlights those forms and activities which occur during the year. The Membership Department processes membership enrollment forms and accounts for all monies received from the local association or treasurer of the board. In addition, OEA collects and forwards the dues to the NEA and the OEA Districts.

June/July	Treasurer's on record with OEA will be mailed all future year Membership Enrollment Materials. This mailing will also include the Dues Transmittal Agreement and the 990-Filing OEA Verification Form.
September 30	Dues Transmittal agreement and schedule information postmarked and sent to OEA.
October	The "Statement of Account" (billing statement) for the current membership year begins in September and is processed monthly. Each statement is mailed the first week of the following month, i.e., the September 30 statement will be mailed to the local association treasurer the first week of October.
Sept—Dec	As initial material processing is completed for each local, an electronic membership roster (or hard copy if requested) will be sent to the local association treasurer for verification of memberships.
October 15	All membership forms and materials – enrollment, renewals, continuing roster printout, must be postmarked to OEA by October 15. (This is also a criterion for the Outstanding Local Treasurer Award.) TIP - Continuing roster - It is very important to include your continuous roster with your membership materials even if there are no changes. (Also required for treasurer's award for all continuous member locals.)
November	Accompanying the October billing statement will be a letter indicating a loss of delegates if the previous year's dues are not paid by the Fall Representative Assembly. This letter is sent only to those local associations with an outstanding dues balance from the preceding year.
January 20	990 OEA Verification Form postmarked to OEA. The form is to verify the 990 has been submitted. (This is a criterion for current year Outstanding Local Treasurer's Award.)
January 31	Application for Fiscal Fitness Award due no later than January 31.
February	You will receive a list of all members whose mail has been returned to us by the Post Office marked "undeliverable." A roster will be sent with the billing packet.
April	Along with your March month-end billing packet, you may receive a notification letter if you are in danger of not complying with the NEA Bylaw provision, requiring 40% of your dues being transmitted to OEA by March 30.

May You may receive a notification letter if you are in danger of not complying with the NEA Bylaw provision, requiring 70% of your dues being transmitted to OEA by June 1. All local associations will receive a Membership Roster to complete a year end reconciliation.

Please note: If OEA does not have an accurate name and mailing address for the local association's treasurer, the items indicated are sent to the local president. To update the treasurer's name and contact information, provide the update to your local UniServ Office.

Additional Helpful Reminders

Send Only Current Membership Year Dues with Membership Materials: Include only payments for OEA/NEA/UniServ/District. **Do not include:**

- Local dues.
- Contributions to the OEA Fund for Children and Public Education.
- Checks made out to the affiliated department or associate organizations.

Clearly Identify Checks: Local association checks returned with processing materials must:

- 1) Clearly identify the Local Association's name and User Local ID or 4-digit ID from billing packets.
- 2) Clearly state if the check is for "Cash Payers."
- 3) Checks should only be for the membership year being processed. Separate checks should be written for previous years.
- 4) Checks should include only payments for dues (do not include OEA-Fund for Children and Public Education amounts).
- 5) Check made payable to the Ohio Education Association

Duplication of Information: If an individual is on the continuous membership roster, do not complete a new form unless the method of payment is changing. Make all changes directly on the continuous membership roster.

Omitting Members: If an individual signed up after June of the current membership year for continuous membership and they are not on the continuous membership roster, they must fill out an enrollment form.

Membership Deadline: Locals must submit their membership enrollment forms and/or corrected continuing payroll deduction roster on or before October 15.

Send All Membership Materials to OEA at the Same Time: Materials that are sent to OEA by building have a greater chance to be lost in the mail or left in one of the buildings. To account for all of the buildings, gather all material in a central location and follow the mailing instructions in the Membership packet.

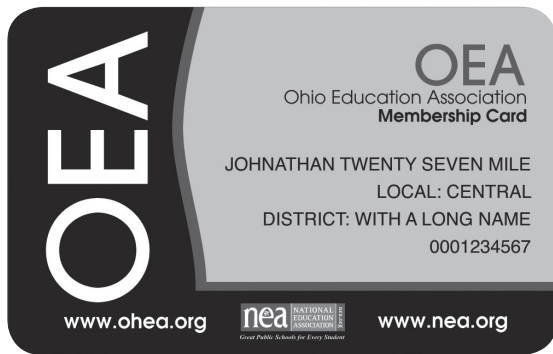
Send Only Membership Materials in the Processing Package: Do not put any other items in the package. Send any remaining payments for previous membership year and correspondence for other departments separately.

OEA's membership and accounting process relies very heavily on the cooperation of all locals in these areas.

Membership Card

- For new enrollments the OEA Membership Card will be mailed to the member's home address after the local's membership materials are processed by OEA.
- The OEA Membership Card will have preprinted member information on the front and important OEA/NEA information on the back.
- With the OEA Membership Card, our members are able to log into the Access Program and enter their individual ID number to receive special discounts and offers.
- Membership cards **are not** replaced on an annual basis. The card is permanent until the individual is no longer a member or OEA issues a new card.
- Members that have misplaced their cards can get a replacement by calling InfOEA at 1-844-632-4636 or by e-mail at **membership@ohea.org**.

Example Membership Card



For online member discount programs and member contact information updates, go to **www.ohea.org**

- Find the membership card image
- Choose the appropriate link
- Follow the online instructions

For additional money-saving programs for members. **NEA Member Benefits**, visit www.neamb.com or call 1-800-637-4636

Example Membership Card Carrier

With OEA ACCESS and NEA Member Benefits, membership doesn't cost, it pays!

Thank you for being a part of your local association, district association, OEA and NEA. Your membership alone is your key to the many services and benefits offered.

Enjoy financial programs and discounts offered by NEA Member Benefits:

- Savings & investment programs
- Credit, home financing and loan programs
- Special member-only discounts through the NEA Click & Save program

Save even more with your OEA membership and the OEA ACCESS program:

- A wide range of professional services and benefits
- Professional liability coverage
- OEA/NEA periodicals and publications
- Member-only discounts and services at many local and national businesses

Refer to the back of the attached membership card for simple instructions on how to access the special member's area of the OEA web site.

Your OEA membership can save you hundreds of dollars with coupons, discounts and promotions.

Ohio Education Association | www.ohea.org

Thank you for your membership! | www.ohea.org

Membership cards are not replaced on an annual basis.

Retain this membership card, as this will be your permanent card until you are no longer a member or a new card is distributed by OEA.

To update your contact and certification information, visit www.ohea.org or email membership@ohea.org

Go to www.ohea.org to start saving up to 50% on:

Automotive • Car Rental • Condos • Cruises • Dining • Golf
Groceries • Health & Beauty • Home & Garden • Hotels
Movies • Recreation • Services • Shopping • Travel

OHIO EDUCATION ASSOCIATION

(614) 228.4526 or 1.800.282.1500 (toll free); www.ohea.org

- A wide range of professional services and benefits
- Member-only discounts through the ACCESS program
- Professional liability coverage
- OEA/NEA periodicals and publications

NEA MEMBER BENEFITS — Your Dedication Drives Ours®

1.800.637.4636 (toll free); www.neamb.com

- Savings & investment programs
- Credit, home financing & loan programs
- Special "member-only" discount programs

To activate your membership card, log in to www.ohea.org or call 866-203-5167.

SECTION V – STUDENT/RETIRED MEMBERSHIP

NEA Student Membership Rebate Process

The NEA Bylaws provide for a rebate of NEA student dues to individual members who become teachers.

NEA Bylaw 2-7c allows:

1. A twenty dollar (\$20) rebate for each year of NEA Student membership up to four years; and,
2. The rebate is available to first year teachers or education support professionals who join the Association during their first year of membership eligibility.

The rebate procedures are as follows:

1. To receive a rebate, the member should execute an application form (or send a letter) with complete information.
2. The application must be in the member's first year of educational employment.
3. The individual must pay the Active dues in accordance with Bylaws 2-7.
4. The credit will be in the form of a rebate of twenty dollars for each year of NEA Student membership—up to four years.
5. NEA Membership Records will verify the individual's eligibility for a rebate and mail a check in August of the applicable year.
6. The application should be mailed by **May 1** of the eligibility year to:

NEA Membership Records
ATTN: Student Rebates
1201 Sixteenth Street, N.W.
Washington, D.C. 20036-3290

Example Student Rebate Application



NATIONAL EDUCATION ASSOCIATION 2016-17 Student Rebate Application

Complete form and *mail, email OR fax on or before MAY 1, 2017* to:
NEA Membership Management Services, ATTN: Student Rebates

Mail:
1201 16th Street, NW, Ste. 419
Washington, DC 20036-3290

Email:
studentrebate@nea.org

Fax:
(202) 822-7669

PLEASE CLEARLY PRINT or TYPE

NEA INDIVIDUAL ID or SOCIAL SECURITY NUMBER	<input type="text"/>		
FIRST NAME:	<input type="text"/>	LAST NAME:	<input type="text"/>
FORMER LAST NAME IF NEEDED TO VERIFY MBSHP	<input type="text"/>		
ADDRESS:	<input type="text"/>		
CITY:	<input type="text"/>	STATE:	<input type="text"/>
		ZIP:	<input type="text"/>
PERSONAL EMAIL ADDRESS:	<input type="text"/>		

Rebate of \$20 for each year you held a Student membership up to four years will be issued provided the following requirements are met:

1. **2016-17** must be your **first year** of educational employment and **you must currently hold NEA Active membership**. *Substitute members are not eligible for the rebate.*
 2. The application must be submitted to NEA by **May 1, 2017**. Be certain to provide ALL requested information.
- Verification of your membership and eligibility will be made by NEA and a rebate check will be mailed **to the address on the application in late August 2017**. *If your address changes before August 2017 please send the updated address to studentrebate@nea.org*
 - NEA will **not** contact you prior to mailing your rebate check unless additional information is required. **DO NOT SUBMIT MULTIPLE APPLICATIONS. This could delay processing!!**

Below is a record of my college or NEA chapter/state affiliate while I was a NEA Student member:

Year(s) NEA STUDENT MEMBERSHIP Was Held, e.g., 2015-2016	NEA CHAPTER & STATE or COLLEGE WHEN STUDENT MEMBERSHIP WAS HELD
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I certify that I held NEA Student membership and meet all the eligibility requirements described above, including that I currently hold a NEA Active membership in the following NEA State Affiliate:

SIGNATURE:

DATE:

For NEA Use Only

Guidelines for Retired Membership:

Membership in the retired division requires:

- Unified membership in both OEA-Retired and NEA-Retired.*
- An active membership in OEA for at least one year.
- Retirement through a State Retirement System in Ohio (i.e. STRS, SERS, OPERS)

***Unified membership is a requirement to maintain all NEA Member Benefits products (NEAMB).**

Individuals that are officially retired, and have returned to the education profession, must join the highest level of membership for which they are eligible. Individuals in your bargaining unit are not eligible to hold an active membership in the Retired Division, and they must join as an active member.

Example Retired Membership Form



RETIRED MEMBERSHIP ENROLLMENT Membership Year September 1, 2016 - August 31, 2017



If you have retired and have not previously enrolled with the OEA-Retired Division you can immediately enroll on-line using a credit card (VISA or MasterCard) at the NEA web site <https://www.nea.org/JoinNea>. Otherwise, use this form to enroll as a retired member and send payment to OEA – Membership, 225 East Broad St., PO Box 2550, Columbus, OH 43216. (See payment option below.)

Membership in the retired division requires

- Unified membership in both OEA-Retired and NEA-Retired.*
- An active membership in OEA for at least one year.
- Retirement through a State Retirement System in Ohio (i.e. STRS, SERS, OPERS).

Retirement Date _____ Last four digits of SSN or Member ID _____
Name (please print) _____
Address _____
City, State, Zip Code _____
Primary Phone (with area code) _____ Home E-Mail Address _____
School District Name (from which you have retired) _____

If this is your first year of retirement please check one of these options.

One Time Payment Option:

- \$350.00 OEA-R/NEA-R Life - With this option your OEA-Retired and NEA-Retired membership will be paid in full for life.

Annual Payment Options:

- \$30.00 OEA-R/NEA-R Annual - With this option OEA will send you a renewal form each August to pay the annual retired membership dues. (The OEA portion of unified dues is waived for the first year of retirement.) Annual dues after the first year is currently \$45.00. (OEA: \$15 - NEA \$30)
- \$250.00 OEA-R First Year Free/NEA-R Life - With this option NEA-R dues will be paid in full for life. OEA will send you a renewal form next August to pay the OEA-Retired portion of dues. (OEA Retired Life dues is currently \$100.00)

If you retired in a prior year, choose one of these options.

One Time Payment Option:

- \$350.00 OEA-R/NEA-R Life - With this option your OEA-Retired and NEA-Retired membership will be paid in full for life.

Annual Payment Option:

- \$45.00 OEA-R/NEA-R Annual - With this option OEA will send you a renewal form each August to pay the annual retired membership dues.

Make your check or money order payable to Ohio Education Association.

Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction. Lobby expenses paid or incurred as part of membership dues cannot be deducted from your income taxes. The amount of the OEA membership dues attributable to lobby expenses and actual deductible dues dollars will be reported annually in the January issue of Ohio Schools Magazine for all levels of membership.

An OEA retired member who becomes employed by a public school district, public or private college or university, or other public institution devoted primarily to education, if eligible, must seek active membership in the OEA.

*Unified membership is a requirement to maintain all NEA Member Benefits products (NEAMB).

Signature: _____ Date: _____



Example Pre-Retired Membership Form

This form can be used to join the OEA-R and/or the NEA-R (Retired Division) prior to retirement



Pre-Retired Life Membership Application Form OEA-R/NEA-R



Ohio Education Association Retired – National Education Association Retired

This form is for active OEA members who wish to purchase a life membership in OEA-R and/or NEA-R prior to actual retirement. You can immediately enroll online at <https://www.nea.org/JoinNea> with a credit card (Visa or MasterCard only). Otherwise use this form and send with payment to OEA Membership Department, Ohio Education Association, 225 East Broad St., P.O. Box 2550, Columbus, OH 43216. Please retain copy for your records.

When you retire, contact the OEA Membership Department at 800-282-1500 or by email at membership@ohea.org to convert your Pre-Retired status to a Retired Life Membership
Retired Membership and all NEA Benefits products require unified membership in BOTH OEA-R and NEA-R.

Member ID Number (from card or magazine) 000 _____ or Last 4 digits of SSN _____

Name (Please Print) _____

Street Address _____

City _____ State _____ Zip _____

Current Employer _____

Primary Phone (with area code) _____ Anticipated Retirement Date _____

E-Mail Address (non-work) _____

Payment Options: (Choose One)

- I enclose my check for both OEA-R and NEA-R Life Membership. Upon retirement I will have met the unified dues requirement.
() \$350 Total Unified OEA-R and NEA-R Life Membership Payment
- I enclose my check for OEA-R Life Membership. Upon retirement, if I have not already paid the NEA-R portion of retired dues, I will be responsible to complete the unified dues payment at that time.
() \$100 OEA-R Life Membership Payment
- I enclose my check for NEA-R Life Membership. Upon retirement, if I have not already paid the OEA-R portion of retired dues, I will be responsible to complete the unified dues payment at that time.
() \$250 NEA-R Life Membership Payment

Make check or money order payable to Ohio Education Association.

Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction. Lobby expenses paid or incurred as part of membership dues cannot be deducted from your income taxes. The amount of the OEA membership dues attributable to lobby expenses and actual deductible dues dollars will be reported annually in the January issue of Ohio Schools Magazine for all levels of membership.

Signature _____ Date _____



(Rev. 04/15)

