2021 – 2022

MEMBERSHIP Processing Manual
Important Dates for Local Membership Processing

- **March 15** — Submit local dues change form to TEA.

- **June** — Schedule membership training for all Association Representatives (ARs) with your UniServ Coordinator. Meet with local association leadership, ARs and UniServ Coordinator to develop a fall membership campaign.

- **July and August** — Distribute membership materials to each AR including membership forms, liability policies, brochures, etc.

- **August and September** — Make weekly contact (phone calls, emails, meeting, etc.) with all ARs to monitor membership campaign. Send in new membership forms as soon as possible to ensure new members begin to receive publications and communications.

- **September 15** — Submit local association Payment of Membership Dues Agreement Form to TEA (as required by TEA Board of Directors policy). Deadline for submitting new membership forms for members who wish to enroll in the bank draft dues payment option.

- **September** — Have ARs submit their rosters to you for final proofing and verification. Make a copy and send original and Termination Forms to TEA.

- **October 15 — IMPORTANT DATE!** Rosters due to TEA. Your local association could be charged for the members we have on record as of October 15. It is important that you submit your rosters before October 15 so that your local is not charged for members who are no longer current members!

- **January** — Spring reconciliation rosters sent to local associations. Membership chair should review and note any members who have left the system or retired and return the roster to TEA no later than April 1. Again, your local association is charged for the members we have on record.

- **April 1** — Submit corrected reconciliation roster to TEA so that an accurate membership count can be determined for the TEA Representative Assembly delegate appropriation.
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Membership Contacts

Debra Anderson, Membership and Affiliate Services  
danderson@tnea.org  1.800.342.8367 Ext. 3234

Melanie Gooch, Membership and Affiliate Services  
mgooch@tnea.org  1.800.342.8367 Ext. 3235

- Rosters  
- Assistance Reconciling Rosters to Payroll  
- Membership changes  
  o Additions  
  o Terminations  
  o Address/name changes  
  o Bank account/credit card changes for bank draft or credit card payers  
- Processing and Roster Reconciliations

Shrondar Gentry-Dotson, Business Office Associate  
sgentry@tnea.org  1.800.342.8367 Ext. 3206

- Payment of Membership Dues Agreement Form  
  (Dues Payment Agreement Form)  
- Billing Issues / Questions

David McMinn, Switchboard / Front Desk  
dmcminn@tnea.org

- Student Membership Processing

Chris Watson, Communications Associate  
cwatson@tnea.org  1.800.342.8367 Ext. 3407

- Replacement Membership Card Requests

Terri Jones, UniServ Coordinator  
tjones@tnea.org  1.800.342.8367 Ext. 3717

- Member Benefits General Questions
Membership Chair Checklist

OCTOBER
☐ Submit all rosters and forms to TEA no later than October 15. **October 15 is the last day to drop members without a charge. Submitting rosters to TEA after October 15 could cause the local association to be charged for at least one month’s dues for all members on the rosters!!**

☐ Deliver all checks from members who are paying their dues via check to the local affiliate treasurer. Be sure to mark on the membership roster which members have paid by check.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

NOVEMBER
☐ Meet with local association leadership and UniServ Coordinator to discuss the success of the fall membership campaign. Discuss what can be done differently next year to enhance the campaign.

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

DECEMBER
☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

JANUARY
☐ Spring rosters are sent to the membership chair's home address.

☐ Look over the rosters and make any corrections. There is no need to send the rosters out to the members for reconciliation. Be sure to identify any members who have retired or left the system during the winter break (you can usually request these lists from the human resources department in your school system). **You could be charged for these members until you have submitted the spring roster and termination forms to TEA. Return to TEA as soon as possible.**

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.
Membership Chair Checklist

FEBRUARY
☐ Meet with local association leadership and UniServ Coordinator to create an Early Enrollment Campaign to target potential members who have never belonged to the association before.

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

☐ Local dues letter is sent out to Local Presidents.

MARCH
☐ Early Enrollment Campaign kicks off. Distribute Enrollment Forms to all Association Representatives.

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Submit local dues change form to TEA by March 15.

☐ Request a list of all the new hires for this school year from your school board. Look for the names of individuals who have not yet joined the association and target them during the Early Enrollment Period.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

APRIL
☐ April 1 — deadline for submitting spring reconciliation rosters.

☐ Early Enrollment Campaign continues

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.

MAY
☐ Early Enrollment Campaign continues.

☐ Continue to send in new membership forms or termination forms as you receive them.

☐ Meet with local association treasurer. The treasurer should receive a list of members and the amount of dues deducted from their payroll check each month from the payroll department. Compare the payroll list to your membership list. Identify any discrepancies. Complete termination forms and submit to TEA. Call TEA for assistance resolving discrepancies.
Important Reminders

EFT Electronic Funds Transfer (Bank Draft)

Members who utilize EFT (bank draft) payment option are continuously enrolled each year unless they notify TEA in writing that they want to end that method of payment.

Terminations & Cancellations

It is very important that the local association notify TEA Membership when any member terminates their membership. As soon as the local receives notification, fax or email the information to TEA. The local association is charged for every member on your roster until you notify us of changes.

membership@tnea.org
Fax number: 1.855.715.0824

Frequently Asked Questions (FAQ’s)

Refer to pages 29 – 30

Enrollment Rules

Early Enrollment — Who is eligible?

New members — those individuals who have never been an NEA member previously (excluding Student membership) — should be enrolled on the “Early Enrollment Program” because they receive a few extra benefits former members are not eligible to receive until September 1.

TEA Membership Processing will determine the eligibility of an individual for early enrollment when the enrollment form is processed.

If the individual is eligible for early enrollment the membership record will be marked to reflect “Early Enrollment”. The enrollment date will be the date the form was signed, or April 1 if signed before April 1st.

If the individual is determined to be ineligible because he/she has been a NEA member previously, the enrollment form will be processed with the effective date of membership being September 1 or the first day of the following school year (whichever comes first).

Enrolling members after August 31

The rights and privileges of the “Early Enrollment Program” end on August 31.
Use this enrollment form for the “Early Enrollment Program”

These are the only membership categories that qualify for the “Early Enrollment Program”

Final stipulations regarding the “Early Enrollment Program”

The NEA has strict rules governing “Early Enrollment,” and all applicants for the program’s benefits must be enrolled according to the “special offer” circled on the form above.

The new member agrees to join as a continuous member for 2021 – 2022. Failure to join in 2021 – 2022 terminates the individual’s coverage under the liability insurance policy. Moreover, the individual is responsible for all costs of any benefits provided under the liability policy prior to September 1, 2021.
## General Information

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Education Teacher Membership</strong></td>
<td>An adult education teacher who has a teaching contract with a local school system or systems to teach no more than 420 hours per school year and is not otherwise eligible for Active membership may join the TEA as an Educational Support member and may join the NEA as an Active ESP member. A note identifying the person as an adult education teacher should be attached to the member’s enrollment form when it is sent to TEA.</td>
</tr>
<tr>
<td><strong>Extended Day Personnel</strong></td>
<td>Some school systems hire employees for before- or after-school work. These persons may join as Active members even though they may be non-certificated. If the working time is 50% or less of a regular teacher in that system, they can join for $\frac{1}{2}$ Active members’ dues and they will be covered by the liability insurance policy.</td>
</tr>
<tr>
<td><strong>Moving from one membership category to another</strong></td>
<td>Persons who join the TEA as an Educational Support member or joined as student members during the fall and have since become full-time teachers must join as “Active” members to retain the liability insurance coverage.</td>
</tr>
</tbody>
</table>
| **Transferring membership**      | If a TEA/NEA member from another local association transfers to your school system, he/she must complete a new membership form. This will transfer the individual’s membership from his/her former local association to yours and ensure that the correct dues amounts (NEA, TEA, and local) are charged to the member.  
If the member is transferring from one school system to another in the middle of a school year, the member will still need to complete a new membership form. Please contact TEA Membership for assistance in ensuring the correct dues amounts are entered onto the form and that the dues collected are correctly noted within the member’s profile. |
| **JROTC**                        | Junior ROTC instructors will normally be eligible for Active membership at full dues. The exception is JROTC personnel who perform only activities of a support nature. These individuals are ineligible for Active membership, but can join as Educational Support members. |
| **School Nurses**                | Both TEA and NEA allow school nurses to join as Education Support members. School nurses who were Active TEA members on June 30, 1983, are eligible to retain Active membership, provided they maintain continuous payment of annual Active membership dues. |
| **Refunds for Active members who leave prior to January 31** | TEA Bylaws Article III, Section 3 provides: “An Active member who has paid full dues and ceases to be employed by an education institutional prior to January 31 (as verified by the local association) will have returned that amount in excess of one-half of the annual dues and will cease to be a member as of January 31.” |

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**EFT (Bank Draft) forms are due no later than September 1. Forms received after September 1, but dated prior to September 1, may experience higher subsequent bank drafts. All other membership forms and rosters are due as soon as possible but not later than October 15.**
Refunds for ESP members who leave prior to January 31

TEA Board policy states: “Education support members who terminate their membership prior to January 31 shall be entitled to a return of that amount in excess of one-half of the annual dues on the same basis as Active members.”

Members activated for military duty

NEA Policy: Dues for Active members who are military reservists called to active duty due to current US efforts against terrorism will be suspended when his/her salary is terminated and will remain suspended until the school salary is resumed.

TEA Policy: Any TEA member who is a military reservist and called to active duty shall have his/her dues suspended from the time his/her salary is terminated by the local school system until the payment of salary is resumed.

Simply note on the roster (or otherwise notify TEA membership) anyone in your association who qualifies under this policy. TEA/NEA will continue to carry the member without payment of dues until the individual returns to teaching.

Student joining mid-year as active members

When a Student member joins mid-year as an Active member, the amount paid toward Student membership does not count toward the Active membership dues.

Membership for teachers on leave

Teachers on leave can remain members and maintain all benefits. There are three TEA leave categories available for both Active and ESP members (see page 10).

Teachers on limited leave must pay full NEA dues.

Please note on your roster which type of leave is being taken since this will determine the amount of dues the member must pay.

If a member decides to discontinue their membership while he/she is on leave, please note this on the roster and return a Termination of Membership Rights and Benefits Form.

Retired teachers and Association membership

If a retired teacher returns to work and meets any of the following criteria, he/she must join the local, TEA, and NEA as an Active member:

• A retiree who enters into a contract with an employer (school district, higher education institution, or private employer) that obligates him/her to work more than 30 days or 240 hours during the membership year.
• A retiree who returns to educational employment and becomes an Active member of a state or local affiliate.
• A retiree who returns to educational employment and who is included in a bargaining unit for which an NEA affiliate is the recognized organizational representative and the governing body of the state and local affiliates request that he/she be ineligible for Retired membership.
# Membership = Dues Obligation

The timely removal of individuals who drop their membership or leave the school system is an important part of processing for the Membership Chairperson. **Failure to remove former members can result in costly assessments for the association even though the person is no longer a member.**

TEA will assess monthly dues for individuals listed on the fall membership roster unless the association meets the following criteria:

<table>
<thead>
<tr>
<th><strong>Initial enrollment period during the fall membership drive</strong></th>
<th>The association will not be assessed dues for anyone who did not return to the system or who dropped their membership for 2021 – 2022, provided TEA is notified <strong>no later than October 15, 2021</strong>. Notification shall be in writing by notation on the returned roster and submission of the Termination of Membership Rights and Benefits form. Failure to drop these individuals by October 15 could result in the association being charged the dues for each individual until TEA Membership receives the required written notice to drop the member.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individuals who drop during the 2021 – 2022 membership year</strong></td>
<td>Anyone who joins the association for 2021 – 2022, but terminates membership during the year, may be dropped from the local association’s roster, provided written notification is sent to TEA via the completion of a Termination of Membership Rights and Benefits form. The date of termination will be the day <strong>TEA Membership receives written notice</strong> from the local association, not the date the Termination of Membership Rights and Benefits form is signed. A copy of this form is available on page 24. <strong>NOTE:</strong> Providing the actual date the member dropped is absolutely mandatory since all rights terminate on that day, including legal services and liability insurance coverage.</td>
</tr>
<tr>
<td><strong>Financial obligation for members who drop after October 15</strong></td>
<td>The local association needs to notify TEA Membership <strong>in writing</strong> within 30 days for anyone who drops membership after October 15. The 30-day notification period commences on the date the individual terminates membership, either through notification to the local association or from the date that payroll deduction ceased. Dues for individuals who drop membership after October 15 may be assessed from the beginning of the membership year (September 1) until TEA Membership receives written notice from the local association. The local association may be charged for a member’s dues until termination is received.</td>
</tr>
<tr>
<td><strong>Members terminated after the TEA RA</strong></td>
<td>The minimum dues obligation for each affiliate shall be established based upon the membership of the affiliate on the beginning date of the annual TEA Representative Assembly.</td>
</tr>
</tbody>
</table>
TEA Membership Cards

**TEA Membership cards will be a member benefit again**

TEA members will have the benefits of the TEA Membership card again in 2021 – 2022. This nationwide discount card allows members to receive substantial savings on food, hotels, movies, and a myriad of other services. There are over 5,000 merchants in Tennessee alone participating in the discount program.

**Expiration of cards**

The membership year begins September 1 and ends August 31. Membership cards are mailed in late November or early December each year. The membership ID card is mailed on a TEA postcard. A member’s membership ID number never changes although the card expires each December 31. Should a member need a replacement card, please have him/her contact TEA (see page 1).

**People who do not join this year**

TEA submits electronic membership files regularly. Individuals who drop their membership cannot use the benefits of the card once their membership has been terminated (even if their card has not yet expired).

**New members who join after cards ship in December**

The membership card will be mailed to the home address of members who join after the December shipment.

**Deadline to make this plan work**

The success of this system depends on Association Representatives and the Membership Chairperson.

TEA requests that all rosters be corrected and returned by **October 15**. New enrollment forms should be forwarded to TEA upon receipt. **EFT enrollment forms** must be received by **September 1**.

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Continuing members will be able to use their current membership ID card until new cards are distributed in December.
### NEA Membership Types

<table>
<thead>
<tr>
<th>CODES:</th>
<th>NEA Membership Types</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC-1-100</td>
<td>ACTIVE — PROFESSIONAL EMPLOYEE: Any person who is engaged in or who is on a limited leave absence from professional educational work or who is serving as an executive officer of the Association or of a state or local affiliate. Active members shall hold or shall be eligible to hold a baccalaureate or higher degree or the regular teaching, vocational, or technical certificates required by their employment. Must maintain membership in the local and state affiliates where eligible.</td>
<td>$202.00</td>
</tr>
<tr>
<td>AC-1-50</td>
<td>ACTIVE — PROFESSIONAL HALF-TIME: Available to an employee who is regularly employed for fifty (50) percent or less, but greater than twenty-five (25) percent of the normal schedule for a full-time employee, who is not employed as a substitute and who is not eligible for membership as a full-time employee through another local association (as verified by the local association).</td>
<td>$112.50</td>
</tr>
<tr>
<td>AC-2-100</td>
<td>ACTIVE — SUPPORT PROFESSIONAL: Any employee of a school district, college or university, or other institution devoted primarily to educational work who is not eligible for active membership, including a person who is on a limited leave of absence from such employment. Must maintain membership in the local and state affiliates where eligible.</td>
<td>$121.50</td>
</tr>
<tr>
<td>AC-2-50</td>
<td>ACTIVE — SUPPORT PROFESSIONAL HALF-TIME: Available to an employee who is regularly employed for fifty (50) percent or less, but greater than twenty-five (25) percent of the normal schedule for an educational support employee, who is not employed as a substitute and who is not eligible for membership as a full-time employee through another local association (as verified by the local association).</td>
<td>$72.50</td>
</tr>
<tr>
<td>RS-1-0</td>
<td>RESERVE FORMER ACTIVE</td>
<td>$89.50</td>
</tr>
<tr>
<td>RS-2-0</td>
<td>RESERVE FORMER ACTIVE EDUCATIONAL SUPPORT</td>
<td>$49.50</td>
</tr>
<tr>
<td>SB-0-0</td>
<td>SUBSTITUTES: Available to substitute teachers not included in a bargaining unit with full-time educational employees. Substitutes who join NEA must also join the Tennessee Education Association.</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

### TEA Membership Types

<table>
<thead>
<tr>
<th>CODES:</th>
<th>TEA Membership Types</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC-0-100</td>
<td>ACTIVE — FULL-TIME: Available to anyone actively engaged in a teaching, administrative or supervisory position in the state in public, private, or parochial institutions.</td>
<td>$305.50</td>
</tr>
<tr>
<td>AC-0-50</td>
<td>ACTIVE — HALF-TIME: Available to individuals who are regularly employed for fifty (50) percent or less of the normal schedule for a full-time faculty member (as certified by the local association).</td>
<td>$156.00</td>
</tr>
<tr>
<td>AC-0-601</td>
<td>ACTIVE — ON LEAVE: The dues for an individual on approved leave for the entire school year shall be one half the annual TEA Active dues.</td>
<td>$156.00</td>
</tr>
<tr>
<td>AC-0-602</td>
<td>ACTIVE — ON LEAVE: The dues of an individual whose approved leave begins during the school year but prior to January 31 shall be the full amount of the annual TEA active dues. However, the individual shall have returned that amount in excess of one half of the annual dues (as certified and requested by the local education association). The individual who is on leave for a portion of the year shall return active membership status for the remainder of the approved leave or the remainder of the membership year, whichever concludes first. Should such individual return to duty during the same membership year, he/she shall pay additional dues proportionate to the number of months remaining in the membership year. The refund will be returned after the end of the membership year.</td>
<td>$305.50</td>
</tr>
<tr>
<td>AC-0-603</td>
<td>ACTIVE — ON LEAVE: The dues for an individual on approved leave at the beginning of the school year who returns to duty after January 1, shall be an amount proportionate to the number of months remaining in the membership year. The dues will be adjusted to reflect an amount proportionate to the number of months remaining in the membership year upon the date TEA is notified in writing by the local association that the member has returned to work.</td>
<td>$206.50</td>
</tr>
<tr>
<td>ES-0-100</td>
<td>EDUCATIONAL SUPPORT — FULL TIME: Available to any person actively engaged in the field of education as a teacher’s aide, clerk, secretary, non-certified cafeteria manager, non-certified supervisor, non-teaching nurse, cafeteria worker, bus driver, maintenance person, and any other non-certified employee, student attendant and youth service worker, or as an adult education teacher who has a teaching contract with a local school system or systems to teach no more than 420 hours per school year and is not otherwise eligible for Active membership or Active ESP membership.</td>
<td>$156.00</td>
</tr>
<tr>
<td>ES-0-50</td>
<td>EDUCATIONAL SUPPORT — HALF-TIME: Available to individuals who are regularly employed for fifty (50) percent or less of the normal schedule for a full-time ESP member (as certified by the local association).</td>
<td>$81.50</td>
</tr>
<tr>
<td>ES-0-601</td>
<td>EDUCATIONAL SUPPORT — ON LEAVE: The dues for an individual on approved leave for the entire school year shall be one quarter of the annual TEA Active dues.</td>
<td>$81.50</td>
</tr>
<tr>
<td>ES-0-602</td>
<td>EDUCATIONAL SUPPORT — ON LEAVE: The dues of an individual whose approved leave begins during the school year but prior to January 31 shall be the full amount of the annual TEA active dues. However, the individual shall have returned that amount in excess of one half of the annual dues (as certified and requested by the local education association). The individual who is on leave for a portion of the year shall return active membership status for the remainder of the approved leave or the remainder of the membership year, whichever concludes first. Should such individual return to duty during the same membership year, he/she shall pay additional dues proportionate to the number of months remaining in the membership year. The refund will be returned after the end of the membership year.</td>
<td>$156.00</td>
</tr>
<tr>
<td>ES-0-603</td>
<td>EDUCATIONAL SUPPORT — ON LEAVE: The dues for an individual on approved leave at the beginning of the school year who returns to duty after January 1, shall be an amount proportionate to the number of months remaining in the membership year. The dues will be adjusted to reflect an amount proportionate to the number of months remaining in the membership year upon the date TEA is notified in writing by the local association that the member has returned to work.</td>
<td>$107.00</td>
</tr>
<tr>
<td>SB-0-0</td>
<td>SUBSTITUTE: Available to an education employee employed on a day-to-day basis.</td>
<td>$74.00</td>
</tr>
<tr>
<td>AS-0-0</td>
<td>ASSOCIATE: Available to any person interested in the advancement of the cause of education who is not eligible to join in another category.</td>
<td>$156.00</td>
</tr>
</tbody>
</table>
Dues Charts

Those joining after October 1

Persons joining after October 1 shall have their dues pro-rated for the balance of the membership year, provided they join as continuing members.

### Dues Prorating Chart: Active Full-Time Member

<table>
<thead>
<tr>
<th>Month and Year</th>
<th>NEA FT</th>
<th>TEA FT</th>
<th>Total</th>
<th>NEA FT</th>
<th>TEA FT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2021</td>
<td>$202.00</td>
<td>$305.50</td>
<td>$507.50</td>
<td>$121.50</td>
<td>$156.00</td>
<td>$277.50</td>
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<tr>
<td>October 2021</td>
<td>$185.17</td>
<td>$280.04</td>
<td>$465.21</td>
<td>$111.38</td>
<td>$143.00</td>
<td>$254.38</td>
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<tr>
<td>November 2021</td>
<td>$168.34</td>
<td>$254.58</td>
<td>$422.92</td>
<td>$101.25</td>
<td>$130.00</td>
<td>$231.25</td>
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<tr>
<td>December 2021</td>
<td>$151.51</td>
<td>$229.12</td>
<td>$380.63</td>
<td>$91.13</td>
<td>$117.00</td>
<td>$208.13</td>
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<tr>
<td>January 2022</td>
<td>$134.68</td>
<td>$203.66</td>
<td>$338.34</td>
<td>$81.00</td>
<td>$104.00</td>
<td>$185.00</td>
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<td>February 2022</td>
<td>$117.85</td>
<td>$178.20</td>
<td>$296.05</td>
<td>$70.88</td>
<td>$91.00</td>
<td>$161.88</td>
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<td>March 2022</td>
<td>$101.02</td>
<td>$152.74</td>
<td>$253.76</td>
<td>$60.75</td>
<td>$78.00</td>
<td>$138.75</td>
</tr>
<tr>
<td>April 2022</td>
<td>$84.19</td>
<td>$127.28</td>
<td>$211.47</td>
<td>$50.63</td>
<td>$65.00</td>
<td>$115.63</td>
</tr>
<tr>
<td>May 2022</td>
<td>$67.36</td>
<td>$101.82</td>
<td>$169.18</td>
<td>$40.50</td>
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<td>$92.50</td>
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<tr>
<td>June 2022</td>
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<td>$76.36</td>
<td>$126.89</td>
<td>$30.38</td>
<td>$39.00</td>
<td>$69.38</td>
</tr>
<tr>
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<td>$33.70</td>
<td>$50.90</td>
<td>$84.60</td>
<td>$20.25</td>
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<td>$46.25</td>
</tr>
<tr>
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<td>$25.44</td>
<td>$42.31</td>
<td>$10.13</td>
<td>$13.00</td>
<td>$23.13</td>
</tr>
</tbody>
</table>

### Dues Prorating Chart: ESP Full-Time Member

<table>
<thead>
<tr>
<th>Month and Year</th>
<th>NEA FT</th>
<th>TEA FT</th>
<th>Total</th>
<th>NEA FT</th>
<th>TEA FT</th>
<th>Total</th>
</tr>
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<td>$156.00</td>
<td>$268.50</td>
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<td>$143.00</td>
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<tr>
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<td>$130.00</td>
<td>$222.92</td>
<td>$60.42</td>
<td>$67.92</td>
<td>$128.34</td>
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<tr>
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<tr>
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<td>$178.33</td>
<td>$48.33</td>
<td>$54.34</td>
<td>$102.67</td>
</tr>
<tr>
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<tr>
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<td>$78.00</td>
<td>$133.75</td>
<td>$36.25</td>
<td>$40.76</td>
<td>$77.01</td>
</tr>
<tr>
<td>April 2022</td>
<td>$46.46</td>
<td>$65.00</td>
<td>$111.46</td>
<td>$30.21</td>
<td>$33.97</td>
<td>$64.18</td>
</tr>
<tr>
<td>May 2022</td>
<td>$37.17</td>
<td>$52.00</td>
<td>$89.17</td>
<td>$24.17</td>
<td>$27.18</td>
<td>$51.35</td>
</tr>
<tr>
<td>June 2022</td>
<td>$27.88</td>
<td>$39.00</td>
<td>$66.88</td>
<td>$18.13</td>
<td>$20.39</td>
<td>$38.52</td>
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<tr>
<td>July 2022</td>
<td>$18.58</td>
<td>$26.00</td>
<td>$44.58</td>
<td>$12.08</td>
<td>$13.60</td>
<td>$25.68</td>
</tr>
<tr>
<td>August 2022</td>
<td>$9.29</td>
<td>$13.00</td>
<td>$22.29</td>
<td>$6.04</td>
<td>$6.81</td>
<td>$12.85</td>
</tr>
</tbody>
</table>
Checking the Roster

Local Associations have two options for roster reconciliation:

METHOD 1: Send the roster to the Association Representatives and ask that they complete the reconciliation by having members check the information of the roster and initial. The returned roster should look like the example on page 14.

METHOD 2: Use the sample letter (see page 15) to all your members. Ask them to respond with any changes to contact information, work location, etc. to you (or the Association Representatives) by a date you define. Use this information to complete the roster reconciliation. A response is only necessary from the member if the member wishes to make any changes to his/her membership.

1. Have members check their name and address. Is everything accurate and spelled correctly? If not, ask the member to cross out the erroneous information and to neatly write in the correction, preferably in red ink.

2. Ask members to check their phone number and email address. Is their phone number correct with correct area code? Have they listed their HOME email address? If not, ask the member to cross out the erroneous information and to neatly write in the correction, preferably in red ink. Remind members that we must have a HOME email address. We cannot use work email addresses for communications with members on many topics.

3. Find out if the membership code for the member is still accurate. Refer to the table on page 10. Mark any necessary changes on the roster in red ink. This is important to ensure that the member is paying the correct amount of dues. NOTE: If the member is on leave, you must indicate which membership dues category the member is switching to. If the member is terminating their membership while on leave, please mark “on leave” in red ink on the INT line so that the member and your association are not charged dues.

4. Have each member check their dues payment code. Make any correction in red ink.

   PR = payroll deduction
   EFT = Electronic Funds Transfer (bank draft)
   RCC = recurring credit/debit card
   CK = cash, check, or money order

5. Does the member still teach at this school? If not, are they still employed elsewhere in the school system? If so, mark through the current school name and write the new work location name in red ink. If not, write “left system” in red ink on the INT line.

6. Have the member check their position and subject information. Has this changed? If yes, have the member mark through the erroneous information and make the correction in red ink.

7. Finally, have the member initial on the INT line that they have verified their membership information and have read the PAC disclaimer and publication language on the front of the roster. If the member is no longer continuing their membership, has left the system, retired, etc. Note this on the INT line in red ink.
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Grade</th>
<th>Subject</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>DONE, EMMANUEL</td>
<td>156 TITAN WAY</td>
<td>ANYWHERE, TN 37111</td>
<td>NEA A0-1-100</td>
<td>Conting Y</td>
<td>9015</td>
<td><a href="mailto:wetheretitana@gmail.com">wetheretitana@gmail.com</a></td>
</tr>
<tr>
<td>BÚSTOS, JAMIE</td>
<td>ANYWHERE, TN 37111</td>
<td>TFA A0-0-100</td>
<td>NEA DUSC</td>
<td>Conting Y</td>
<td>0914</td>
<td><a href="mailto:Wetherethitana@gmail.com">Wetherethitana@gmail.com</a></td>
</tr>
<tr>
<td>GROWELL, ERICH</td>
<td>ANYWHERE, TN 37111</td>
<td>TFA A0-0-100</td>
<td>NEA DUSC</td>
<td>Conting Y</td>
<td>2015</td>
<td><a href="mailto:Wetherethitana@gmail.com">Wetherethitana@gmail.com</a></td>
</tr>
<tr>
<td>HOLLAND, GLEN</td>
<td>ANYWHERE, TN 37111</td>
<td>TFA A0-0-100</td>
<td>NEA DUSC</td>
<td>Conting Y</td>
<td>3014</td>
<td><a href="mailto:Wetherethitana@gmail.com">Wetherethitana@gmail.com</a></td>
</tr>
</tbody>
</table>

Please add your initials on the line marked INT above after verifying the membership information and reading the PAC disclaimer and publication language at the front of this roster.
<table>
<thead>
<tr>
<th>Report Name</th>
<th>MERS1200</th>
<th>Run Date</th>
<th>MEMBERSHIP ROSTER</th>
<th>TENNESSEE EDUCATION ASSOCIATION</th>
<th>PAGE NO.</th>
<th>Data As of</th>
<th>07/23/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotner, Herman</td>
<td>NEA</td>
<td>AC-1-100</td>
<td>NEA DUES</td>
<td>202.00 PFR</td>
<td>Contin: Y</td>
<td>Local:</td>
<td>SAMPLE EDUCATION ASSOCIATION-001</td>
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<tr>
<td>156 Titans Way</td>
<td>TES</td>
<td>AC-0-100</td>
<td>TES DUES</td>
<td>395.50 PFR</td>
<td>Ethnic: 03</td>
<td>Chapter:</td>
<td>SAMPLE SCHOOL DISTRICT-1111</td>
</tr>
<tr>
<td>Antwerp, TN 37111</td>
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<td>AC-0-100</td>
<td>LEA DUES</td>
<td>27.50 PFR</td>
<td>Gender: M</td>
<td>Employee:</td>
<td>SAMPLE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>PHONE: 423-123-4567</td>
<td>EMAIL:</td>
<td>westchristiantitans.com</td>
<td></td>
<td></td>
<td>Birth Dt: 03/17/1968</td>
<td>Work Loc:</td>
<td></td>
</tr>
<tr>
<td>Ind Id: 0501246567</td>
<td></td>
<td></td>
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<td></td>
<td>Position:</td>
<td>COACH-CHH</td>
</tr>
<tr>
<td>Escalante, Jamie</td>
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<td>223 Stand and Deliver St.</td>
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<td>Chapter:</td>
<td>SAMPLE SCHOOL DISTRICT-1111</td>
</tr>
<tr>
<td>Antwerp, TN 37111</td>
<td>LEA</td>
<td>AC-0-100</td>
<td>LEA DUES</td>
<td>27.50 PFR</td>
<td>Gender: M</td>
<td>Employee:</td>
<td>SAMPLE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>PHONE: 423-123-6789</td>
<td>EMAIL:</td>
<td><a href="mailto:mailiafan@hotmail.com">mailiafan@hotmail.com</a></td>
<td></td>
<td></td>
<td>Birth Dt: 12/09/1954</td>
<td>Work Loc:</td>
<td></td>
</tr>
<tr>
<td>Ind Id: 0502345678</td>
<td></td>
<td></td>
<td>TOTAL:</td>
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<td></td>
<td>Position:</td>
<td>CLASSROOM TEACHER-CLR</td>
</tr>
<tr>
<td>Growell, Erin</td>
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<td>AC-1-100</td>
<td>NEA DUES</td>
<td>202.00 PCC</td>
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<tr>
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<td>Ethnic: 05</td>
<td>Chapter:</td>
<td>SAMPLE SCHOOL DISTRICT-1111</td>
</tr>
<tr>
<td>Antwerp, TN 37111</td>
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<td>LEA DUES</td>
<td>27.50 PCC</td>
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<td>SAMPLE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>PHONE: 423-123-7223</td>
<td>EMAIL:</td>
<td><a href="mailto:egrae2266@live.net">egrae2266@live.net</a></td>
<td></td>
<td></td>
<td>Birth Dt: 06/24/1972</td>
<td>Work Loc:</td>
<td></td>
</tr>
<tr>
<td>Ind Id: 0003456799</td>
<td></td>
<td></td>
<td>TOTAL:</td>
<td>535.00</td>
<td></td>
<td>Position:</td>
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<tr>
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<td>Chapter:</td>
<td>SAMPLE SCHOOL DISTRICT-1111</td>
</tr>
<tr>
<td>Antwerp, TN 37111</td>
<td>LEA</td>
<td>AC-0-100</td>
<td>LEA DUES</td>
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<td>SAMPLE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>PHONE: 423-123-7225</td>
<td>EMAIL:</td>
<td><a href="mailto:beautifulboy@aol.com">beautifulboy@aol.com</a></td>
<td></td>
<td></td>
<td>Birth Dt: 03/19/1963</td>
<td>Work Loc:</td>
<td></td>
</tr>
<tr>
<td>Ind Id: 0004567890</td>
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<td></td>
<td>TOTAL:</td>
<td>535.00</td>
<td></td>
<td>Position:</td>
<td>CLASSROOM TEACHER-CLR</td>
</tr>
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<td>Tolson, Helvin B.</td>
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<td>NEA DUES</td>
<td>135.00 PCC</td>
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<td>Local:</td>
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<td>TES DUES</td>
<td>240.00 PCC</td>
<td>Ethnic: 03</td>
<td>Chapter:</td>
<td>SAMPLE SCHOOL DISTRICT-1111</td>
</tr>
<tr>
<td>Antwerp, TN 37111</td>
<td>LEA</td>
<td>AC-0-100</td>
<td>LEA DUES</td>
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<td>Employee:</td>
<td>SAMPLE ELEMENTARY SCHOOL</td>
</tr>
<tr>
<td>PHONE: 423-123-7577</td>
<td>EMAIL:</td>
<td><a href="mailto:deborah000@gmail.com">deborah000@gmail.com</a></td>
<td></td>
<td></td>
<td>Birth Dt: 11/14/1975</td>
<td>Work Loc:</td>
<td></td>
</tr>
<tr>
<td>Ind Id: 0005610501</td>
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<td>283.75</td>
<td></td>
<td>Position:</td>
<td>CLASSROOM TEACHER-CLR</td>
</tr>
</tbody>
</table>

Please add your initials on the line marked INT above after verifying the membership information and reading the PAC disclaimer and publication language at the front of this roster.
Sample Roster Reconciliation Letter

On page 12, “METHOD 2” was introduced as a possible way to gather the data you need for roster reconciliation without having to coordinate the distribution and return of rosters. For this to work, you need to communicate with your membership — either by letter or email — asking them to respond to you (the membership chair) or their Association Representative with any changes they need to make to their membership by a certain deadline. We suggest using the sample letter/email below as a template.

Dear TEA Member,

The membership year runs from September 1 to August 31 each year. Please read this letter/email carefully and take the necessary action as required. If you have any questions about this letter/email, contact your Association Representative.

In the past we have asked members to review their contact information on the membership roster and sign off. In an effort to streamline the process, we will not be sending out the rosters for you to review. If you need to update any of your contact information (e.g. address, telephone numbers, email addresses), your name, work location/school, position/subject, or any other information please complete the bottom portion of this letter and return it to your Association Representative.

If we do not receive a response from you by September 1, 2021, we will assume that there are no changes to your membership status or contact information and will commence with dues deduction.

We thank you for your continued membership. Please do not hesitate to call upon your local association leadership or Association Representative if we can be of service to you at any time.

Sincerely,

____________________Education Association

Please complete this section and return it to your Association Representative by September 1, 2021.

Name: ________________________________________________________________

Address: ______________________________________________________________

City / State / Zip: _______________________________________________________

Telephone Number: ___________________________________ □ Home □ Mobile

Home Email Address: ____________________________________________________

Work Location (School): _________________________________________________

Position: ___________________________ Subject: ____________________________
Membership Form

MEMBERSHIP APPLICATION FORM

TENNESSEE EDUCATION ASSOCIATION

Great Public Schools for Every Student

The following information is represented in the form of codes. Please indicate in the appropriate area on the enrollment form the code which is applicable for you.

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Subject</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator *</td>
<td>ADMIN</td>
<td>Adult Basic Ed</td>
<td>ADED</td>
</tr>
<tr>
<td>Adult Educator</td>
<td>ADED</td>
<td>Agile &amp; Natl Resources</td>
<td>AGNR</td>
</tr>
<tr>
<td>Audio/Visual Tech</td>
<td>ALTC</td>
<td>Art</td>
<td>ARTS</td>
</tr>
<tr>
<td>Classroom Teacher</td>
<td>CLR</td>
<td>Basic Ed Curriculum</td>
<td>BCED</td>
</tr>
<tr>
<td>Coach</td>
<td>COCH</td>
<td>Business Ed</td>
<td>BSED</td>
</tr>
<tr>
<td>Counselor</td>
<td>CNSL</td>
<td>Coaching</td>
<td>COCH</td>
</tr>
<tr>
<td>Superintendent</td>
<td>SINT</td>
<td>Communications</td>
<td>COMM</td>
</tr>
<tr>
<td>Cook/Food Service</td>
<td>COOK</td>
<td>Computer &amp; Info Sci</td>
<td>CCS</td>
</tr>
<tr>
<td>Librarian/Media Specialist</td>
<td>UBR</td>
<td>Distributive Ed/Co-op</td>
<td>DECP</td>
</tr>
<tr>
<td>Literacy Coach</td>
<td>LTIC</td>
<td>Driver's Educ</td>
<td>DRED</td>
</tr>
<tr>
<td>N/A Position Hold</td>
<td>NONE</td>
<td>Eng/Lang Arts</td>
<td>ELAR</td>
</tr>
<tr>
<td>Principal/Assistant Principal</td>
<td>PRIN</td>
<td>Foreign Lang &amp; Lit</td>
<td>FLLI</td>
</tr>
<tr>
<td>Registered Nurse</td>
<td>RNGU</td>
<td>Health &amp; Phys Ed</td>
<td>HEPE</td>
</tr>
<tr>
<td>Social Worker</td>
<td>SCWK</td>
<td>Home Economics</td>
<td>HOME</td>
</tr>
<tr>
<td>Speech/Hearing Therapist</td>
<td>SITH</td>
<td>Industrial Arts</td>
<td>INAR</td>
</tr>
<tr>
<td>Supervisor</td>
<td>SPIV</td>
<td>Mathematics</td>
<td>MATH</td>
</tr>
<tr>
<td>Teacher Ads/Secretary</td>
<td>SEST</td>
<td>Music</td>
<td>MUSI</td>
</tr>
<tr>
<td>Technology/Computer Ops</td>
<td>TCIO</td>
<td>Physical Sciences</td>
<td>PRSC</td>
</tr>
<tr>
<td>Bus/Truck/Van Driver</td>
<td>BTVD</td>
<td>Reading</td>
<td>READ</td>
</tr>
</tbody>
</table>

NEA MEMBERSHIP DUES

<table>
<thead>
<tr>
<th>Code</th>
<th>Membership Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1-100</td>
<td>Active, professional</td>
<td>$202.00</td>
</tr>
<tr>
<td>AC1-50</td>
<td>Active, professional half-time</td>
<td>$112.50</td>
</tr>
<tr>
<td>AC2-100</td>
<td>Active, support personnel</td>
<td>$232.50</td>
</tr>
<tr>
<td>AC2-50</td>
<td>Active, support personnel half-time</td>
<td>$122.50</td>
</tr>
<tr>
<td>RS-1</td>
<td>Reserve (Former Active Prof.)</td>
<td>$90.00</td>
</tr>
<tr>
<td>RS-2</td>
<td>Reserve (Former Active Ed Support)</td>
<td>$40.00</td>
</tr>
<tr>
<td>SB0</td>
<td>Substitute</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

TEA MEMBERSHIP DUES

<table>
<thead>
<tr>
<th>Code</th>
<th>Membership Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1-100</td>
<td>Active</td>
<td>$305.00</td>
</tr>
<tr>
<td>AC1-50</td>
<td>Active, half-time</td>
<td>$156.00</td>
</tr>
<tr>
<td>AC2-100</td>
<td>Active, on leave</td>
<td>$315.60*</td>
</tr>
<tr>
<td>AC2-50</td>
<td>Active, on leave</td>
<td>$157.50*</td>
</tr>
<tr>
<td>RS1-0</td>
<td>Reserve, on leave</td>
<td>$200.60*</td>
</tr>
<tr>
<td>RS1-0</td>
<td>Reserve, on leave</td>
<td>$100.00</td>
</tr>
<tr>
<td>SB0</td>
<td>Substitute</td>
<td>$74.00</td>
</tr>
</tbody>
</table>

NEA * American Indian/Alaska Native |
Hispanic * Caucasian (not of Spanish origin) |
Asian |
Native Hawaiian/Pacific Islander |
Other |

Ethnic minority information is optional and failure to provide it will not in any way affect your membership status, rights, or benefits in NEA, TEA or any of their affiliates. This information will be kept confidential.

Directly hired, evacuated, transferred, disciplined or discharged.

On leave entire year.

Leave begins before January 31st. Up to ½ refunded upon request by the association. Does not affect if the member returns from leave.

Residents from leave after January 1st. Dues proportionate to the number of months remaining in the membership year.

M

JANE MEMBER
626 ELM STREET
NASHVILLE, TN 37201

Pay to the Order of:

check No. 476

87-1 640

YOUR FIRST NATIONAL BANK
Nashville, Tennessee
Main Office VNC

Routing No. 064000017
Account No. 548 867 4

VOID

16
The Association Representative should give the last copy of the enrollment form to the member and send all other copies, plus any money collected, to the Membership Chairperson. **Do not separate the copies.** Please alphabetize the collected forms for ease of processing by your Membership Chair.

**Membership Coding Data**

The demographic data — position code, subject code and ethnic code are listed on the inside cover of the enrollment form.

Be sure to check that all sections of the form are completed (name, address, phone, personal email, date of birth, gender, position, subject, local association, work location (school), method of payment, membership codes/annual amounts, and that the member has signed and dated the form.
MEMBERSHIP COMMITMENT: Yes! I want to join my colleague(s) becoming a member of the local association, the Tennessee Education Association, 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 three associations.

ANNUAL PAYMENT AUTHORIZATION: Yes! I hereby agree to pay the annual fee (Sep 1 – Aug 31) due, fees, and assessments established by the three associations for each year starting September 1, 2021, and each year thereafter. I understand that these annual amounts are subject to periodic change by the governing bodies of the associations. I authorize on a recurring basis, and regardless of my membership status, the payment of these annual amounts established by the three associations through payroll deduction or other arrangement, as selected below, unless I revoke this authorization in a signed writing sent to TEA via U.S. mail between August 1 and August 31 of the membership year immediately preceding the one for which the authorization is to be renewed.

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 REFUSALS.

NAME
First Name: John Mark
Middle Name: Edward
Last Name: Fernandez
Mailing Address: 4228 Rocky Hollow Road
City: Music City
State: TN
ZIP: 37213
E-mail Address: SampleEducationSchool@sample.com
Building/School Name: Sample Middle School
Personal E-mail Address: sample@email.com
Last 4 digits of SSN only: 1234

ASSN MEMBERSHIP CODE
ASSN CODE: 311
MEMBERSHIP CODE: 1220

TEA DUES
TEA DUES: $1.00
TEA DUES: $0.00
LOCAL DUES: $0.00
TOTAL: $0.00

ADDS DUES:
ADDS DUES: $0.00
ADDS DUES: $0.00
TOTAL: $0.00

*TEA will NOT use telephone numbers for telemarketing or advertising. By providing my phone number, I understand that the National Education Association, NSE, Member Benefits, NEA360, the Tennessee Education Association, and my local affiliate may use automated calling techniques and/or text message me on my cellular phone or a periodic basis. The National Education Association, the Tennessee Education Association, and my local affiliate will never charge for text message alerts. Carrier messages and data rates may apply to such alerts.

MEMBER SIGNATURE (Signature Required to authorize PAC Fund Contributions)
PAYMENT METHOD
☐ Payroll Deduction (check one)
☐ Cash, Check, or Money Order (requires full payment of annual dues)
☐ Credit / Debit Card

Name as it Appears on Card
Card Number
Exp. (Month/Year)

Name on Account
Billing Address
Account Type: [ ] Checking [ ] Savings
Routing Number:
Account Number:

I authorize TEA or its designated local to charge my credit/debit card or checking/savings account as provided above, for annual membership dues, fees and assessments required for membership in the associations, and for any additional PAC contributions that I have authorized. I authorize on a recurring basis, and regardless of my membership status, the payment of these annual amounts established by the three associations through payroll deduction or other arrangement, as selected below, unless I revoke this authorization in a signed writing sent to TEA via U.S. mail between August 1 and August 31 of the membership year immediately preceding the one for which the authorization is to be renewed.

In accordance with TEA's bylaws, payment of your dues is allocated to the TEA-FPCE. Members who do not wish to contribute to the TEA-FPCE may request that the portion of their dues be allocated to general OR activities. The funds used for TEA-FPCE are not tax deductible.

The TEA Fund for Children and Public Education collect voluntary contributions from Association members and use these contributions for political purposes, including, but not limited to, making contributions to and expenditures on behalf of friends or candidates for public office. Only U.S. citizens or residents who are at least 18 years of age residing in the U.S. may contribute to the TEA fund. Contributions to the TEA Fund are voluntary, meaning a contribution is neither a condition of employment nor membership in the NEA, TEA, and local affiliate, and members have the right to refuse to contribute without suffering any reprisal.

Contrary to the Tennessee law requires political committees to request the name, address, occupation, and name of employer for all persons contributing more than $100 in a reporting period.

I authorize TEA or its designated local to charge this credit/debit card in the amount shown above, for any additional PAC contributions that I have authorized. I authorize on a recurring basis, and regardless of my membership status, the payment of these annual amounts established by the three associations through payroll deduction or other arrangement, as selected below, unless I revoke this authorization in a signed writing sent to TEA via U.S. mail between August 1 and August 31 of the membership year immediately preceding the one for which the authorization is to be renewed.

I understand that in the event one or more of the governing bodies of TEA or in affiliate authorizes a change in the amount of annual dues less than or equal to $10, the change shall take effect immediately at the same time as the change in the transaction amount as described in the payment summary.

Following that notice, TEA or local to adjust the amount to be charged to or debited from my account to satisfy any modification by adjusting my payments equally over the payment schedule.

MEMBER SIGNATURE (Signature Required to authorize EFT or Credit/Debit Card payments)
DATE: 8/2/21

ATTACH VOIDED CHECK HERE
One of the most important roles of the treasurer and the membership chair is to reconcile the rosters each month to ensure accuracy.

Each month, TEA bill’s the local association based on our membership records at the time the bill is created. It is vital that the membership chair reports any changes to membership to TEA as soon as possible to avoid being charged dues for members who have left the system or terminated their membership since the last billing cycle.

Payroll dues deduction is an agreement between the local association and the school system. It is necessary that when the local association is given a check from the school system for the dues collected through payroll deduction that the local association also receive a list of members and the amount of dues deducted from their paychecks in that cycle. The total deduction on that list should equal the check the school system provides to you.

Each pay cycle, the membership and treasurer should review the list of members who had dues deducted from their paychecks against the membership roster (you can request an updated roster from your UniServ Coordinator). Note any discrepancies. You are looking for discrepancies such as:

1. Names on your membership roster whom should have had dues deducted from their paychecks who did not appear on the list provided by your school system? If this happens, you will need to determine why by contacting the payroll department. If a member contacted the payroll department to stop deductions without informing the local association, you will need to contact the member to be sure this was their intent—perhaps they converted to another dues payment method online. If their intent was to terminate membership by stopping payroll deduction, you will need to have the member complete a Termination of Member Rights and Benefits Form (see page 24).

2. Names on the payroll deduction list whom had dues deducted from their paychecks who are not on your membership roster? You will need to contact the payroll department and possibly the employee to determine why this happened. If the intent was for the individual to join, have him/her complete the membership application.

3. Was the correct amount of dues deducted from each member’s check? If you notice that the dues deduction amounts are not correct, contact your payroll department immediately to rectify this issue.

If you have any problems reconciling your payroll deduction list to your membership roster, contact your UniServ Coordinator for assistance.

- Local Presidents will need to contact the Business Office to provide the Treasurer’s current email address in order that the Treasurer will be able to access the eBilling and membership rosters.
- Treasurers can reconcile membership monthly with membership rosters on the eBilling site at https://ims.nea.org/ebilling. If you need assistance with accessing eBilling, please contact Shronder Gentry at sgentry@tnea.org.
**Sample Billing Statement**

**SAMPLE CO EA – 0001**  
P.O. Box 101  
Anywhere, TN 37111-0101

Please make checks payable to:  
Tennessee Education Association

**MAIL REMITTANCE, AND THIS SECTION TO:**

801 Second Avenue North  
Nashville, TN 37201

---

<table>
<thead>
<tr>
<th><strong>Dues Obligation</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues Obligation as of 01/02/2022</td>
<td>$857,963.73</td>
</tr>
<tr>
<td>Dues Obligation as of 02/01/2022</td>
<td>$856,470.59</td>
</tr>
<tr>
<td>Current Period Net Change</td>
<td>$(1,493.14)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Aged Balance</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1–30 Days</td>
<td>$0.00</td>
</tr>
<tr>
<td>31–60 Days</td>
<td>$0.00</td>
</tr>
<tr>
<td>61–90 Days</td>
<td>$0.00</td>
</tr>
<tr>
<td>Over 90 Days</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Penalty Assessment</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Penalty Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>YTD Penalty Adjustment</td>
<td>$0.00</td>
</tr>
<tr>
<td>YTD Penalty Payment</td>
<td>$(0.00)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Payment Received**

<table>
<thead>
<tr>
<th>Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments Received as of 01/02/2022</td>
<td>$219,435.84</td>
</tr>
<tr>
<td>Current Month Payments</td>
<td>$140,004.86</td>
</tr>
<tr>
<td>YTD Adjustments (Credits Applied)</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td>$359,440.70</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Amount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>YTD Dues Billed</em></td>
<td>$418,910.18</td>
</tr>
<tr>
<td>Payroll (49.98%)</td>
<td>$415,192.35</td>
</tr>
<tr>
<td>Cash (100.0%)</td>
<td>$3,717.83</td>
</tr>
<tr>
<td><strong>Total Payments</strong></td>
<td>$(359,440.70)</td>
</tr>
<tr>
<td>YTD Adjustments (Credits)</td>
<td>$(0.00)</td>
</tr>
<tr>
<td>Penalty Balance</td>
<td>$(0.00)</td>
</tr>
<tr>
<td><strong>Amount Due</strong></td>
<td>$59,469.48</td>
</tr>
</tbody>
</table>

*YTD dues billed is calculated based on YTD obligation as of 02/01/2022.*

<table>
<thead>
<tr>
<th><strong>Dues Collected By State</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Obligation as of 01/02/2022</td>
<td>$29,381.75</td>
</tr>
<tr>
<td>Ending Obligation as of 02/01/2022</td>
<td>$29,324.43</td>
</tr>
<tr>
<td>Current Period Net Obligation Change</td>
<td>$(57.32)</td>
</tr>
<tr>
<td>Payment Collected as of 01/02/2022</td>
<td>$9,725.82</td>
</tr>
<tr>
<td>Payment Collected as of 02/01/2022</td>
<td>$12,145.75</td>
</tr>
<tr>
<td>Current Period Payments</td>
<td>$2,419.93</td>
</tr>
</tbody>
</table>

**Local Funds Collected By State Affiliate**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Pay Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA Dues</td>
<td>Bank Card</td>
<td>$67.20</td>
</tr>
<tr>
<td>LEA Dues</td>
<td>Electronic Fund Transfer</td>
<td>$535.40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$602.60</strong></td>
</tr>
</tbody>
</table>

**Local dues collected by the state affiliate will be applied as a credit to any balances owed.**

---

Please make checks payable to:  
Tennessee Education Association

For any questions or concerns, please contact:  
Shronder Gentry, Business Office Associate  
Phone: 615.242.8392 | Email: sgentry@tnea.org

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Please see descriptions of statement sections on the next page.
# TEA Billing Statement Descriptions

<table>
<thead>
<tr>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Amount Due</strong></td>
<td>The amount due this statement period. This is calculated based on the local affiliate’s “Payment of Membership Dues Agreement Form”.</td>
</tr>
<tr>
<td><strong>Local Dues Credit</strong></td>
<td>The amount of local affiliate dues collected directly by TEA and credited against the amount due during the current billing period. This could be local dues collected from bank draft or credit payments.</td>
</tr>
<tr>
<td><strong>Net Amount Due</strong></td>
<td>This is the net amount (current amount minus credit amount) to be remitted to TEA.</td>
</tr>
<tr>
<td><strong>Dues Obligation</strong></td>
<td>This section shows the total ANNUAL obligation of the local affiliate from the prior billing statement, the total ANNUAL obligation of the local affiliate from the current billing statement and the change between the previous and current statement.</td>
</tr>
<tr>
<td><strong>Aged Balance</strong></td>
<td>Hopefully these will always be zero. However, if the local affiliate has a past due balance, this section will show the amount and age of past dues amounts.</td>
</tr>
<tr>
<td><strong>Penalty Assessment</strong></td>
<td>These will always be zero if the aged balance is current (zero).</td>
</tr>
<tr>
<td><strong>Payment Received</strong></td>
<td>This section shows the total, year to date amount paid on the annual obligation as of the previous statement, the amount paid during the current statement period and any year to date adjustments. The Total Payments line is the total amount TEA has received from the local affiliate year to date.</td>
</tr>
<tr>
<td><strong>Summary</strong></td>
<td>This section shows the year to date activity of billing, payment credits, penalties and the current amount due.</td>
</tr>
<tr>
<td><strong>Dues Collected by the State</strong></td>
<td>This section is provided for informational purposes. It shows the obligations and amounts of dues collected directly by TEA. This could be dues collected from bank draft or credit card payments.</td>
</tr>
<tr>
<td><strong>Local Funds Collected by the State</strong></td>
<td>A breakdown of the types and amounts of local affiliates dues TEA collected in the current billing period. This amount is credited to the current bill. The total of this section is the amount reflected in the “Local Dues Credit” section at the top of the billing statement.</td>
</tr>
</tbody>
</table>
PAYMENT FORM

All payments should be accompanied by this form.

Make all checks payable to: Tennessee Education Association

From: ____________________________ (Full Name of Local Association) ____________________________ (Local ID Number)

Date_________ Payment Number_____ Check Number_________ Amount $____________

Person submitting payment:

Name____________________________

Address____________________________

City/State/Zip____________________________

Email____________________________

Phone_________________________ □ School  □ Home  □ Cell

TEA BUSINESS OFFICE USE ONLY

NEA DUES TOTAL: $________________

TEA DUES TOTAL: $________________

LEA DUES TOTAL: $________________

NEA FCPE CONTRIBUTIONS $________________

GRAND TOTAL: $________________

Retain a copy for your association records
Send To
Tennessee Education Association
Attn: Business Office
801 Second Ave. North
Nashville, TN 37201-1099

PAYMENT FORM

All payments should be accompanied by this form.

Make all checks payable to: Tennessee Education Association

From: Sample Education Association (Full Name of Local Association)
015 (Local ID Number)

Date 10/21/21 Payment Number 3 Check Number 11589 Amount $8,000.00

Person submitting payment:

Name Arlene Machiavelli, Treasurer

Address 12509 Transit Circle

City/State/Zip Pleasantville, TN 37004

Email mech0272@gmail.com

Phone 423-349-2222 ☐ School ☐ Home ☐ Cell

TEA BUSINESS OFFICE USE ONLY

NEA DUES TOTAL: $________________

TEA DUES TOTAL: $________________

LEA DUES TOTAL: $________________

NEA FCPE CONTRIBUTIONS $________________

GRAND TOTAL: $________________

Retain a copy for your association records
TERMINATION OF MEMBERSHIP RIGHTS AND BENEFITS FORM

After speaking with representatives of __________________________ (Local Association Name)

I understand that I have elected to forfeit the following benefits by terminating my membership:

◆ 150 years of advocacy and thousands of other educators standing together to defend, promote and protect the profession and public education,
◆ Representation by the state’s largest and most highly trained TEA and legal staff when your job, license, and/or reputation are in jeopardy,
◆ Rights to claim and/or use member benefit services (i.e., discounts on travel, groceries, car maintenance, insurance, mortgages, ACCESS card discount purchasing, etc.),
◆ $1 million liability insurance provided by NEA for assignments in and out of the classroom, and
◆ Any other rights or benefits of membership.

Today’s Date: ____________________ Individual Member ID #: ____________________ (If available)

Please remove him/her from your records:* (Print) ____________________

Member Signature ____________________ Membership Type: □ Active □ Ed Support □ Other (If available)

Will this person be continuing membership in the NEA/TEA through another school system this year?

☐ No

☐ Yes, where ____________________

☐ 1. The association collected this amount of dues before termination:**
   NEA — $ ____________________  TEA — $ ____________________

☐ 2. Our association collected full dues.

☐ 3. This member is eligible for a refund of one-half his/her TEA dues since full dues were paid before December 31. TEA will refund this amount to the member.

Reason for termination

☐ RETIRED  ☐ DECEASED  ☐ REDUCTION IN FORCE  ☐ LEAVE OF ABSENCE  ☐ RESIGNED FROM POSITION  ☐ TERMINATED/NON-RENEWED  ☐ UNDISCLOSED  ☐ FINANCIAL

__________________________________________
Signature of President/Membership Chairperson

Address ____________________

City____________________ State______ ZIP ____________

Phone ( ) __________________ ( ) __________________

School _________ Home _________

*Please refer to the TEA Membership Processing Guide for information about refunds, transfers and changes in membership categories.

**When full dues have not been collected from a terminated individual, the total amount of dues collected will be divided on a prorated basis between the local association, TEA and NEA.

Retain a copy for your association records
TERMINATION OF MEMBERSHIP RIGHTS AND BENEFITS FORM

After speaking with representatives of ________________________________
(Local Association Name)

I understand that I have elected to forfeit the following benefits by terminating my membership:

- 150 years of advocacy and thousands of other educators standing together to defend, promote and protect the profession and public education,
- Representation by the state’s largest and most highly trained TEA and legal staff when your job, license, and/or reputation are in jeopardy,
- Rights to claim and/or use member benefit services (i.e., discounts on travel, groceries, car maintenance, Insurance, mortgages, ACCESS card discount purchasing, etc.),
- $1 million liability insurance provided by NEA for assignments in and out of the classroom, and
- Any other rights or benefits of membership.

Today’s Date: 10/20/21  Individual Member ID # 0001234567
(If available)

Please remove him/her from your records:*  (Print) John Holiday

Member Signature: ____________________________  Membership Type:  [ ] Active  [ ] Ed Support  [ ] Other
(If available)

Will this person be continuing membership in the NEA/TEA through another school system this year?

[ ] No  [ ] Yes, where

1. The association collected this amount of dues before termination:**
   
   NEA – $ 47.00  TEA – $ 71.00

2. Our association collected full dues.

3. This member is eligible for a refund of one-half his/her TEA dues since full dues were paid before
   December 31. TEA will refund this amount to the member.

Reason for termination

[ ] RETIRED  [ ] DECEASED  [ ] REDUCTION IN FORCE  [ ] LEAVE OF ABSENCE  [X] RESIGNED FROM POSITION  [ ] TERMINATED/NON-RENEWED  [ ] UNDISCLOSED  [ ] FINANCIAL

Signature of President/Membership Chairperson: ____________________________  Address: 501 Begal Court

City: Anywhere  State: TN  ZIP: 37202  Phone: (423) 477-0012

School:  Home:

*Please refer to the TEA Membership Processing Guide for information about refunds, transfers and changes in membership categories.

**When full dues have not been collected from a terminated individual, the total amount of dues collected will be divided on a prorated basis between the terminated individual, TEA and NEA.

Retain a copy for your association records  25
Payment of Membership Dues Agreement Form

TEA Board Policy 4608 requires, "each affiliated local association of the Tennessee Education Association shall complete annually a Payment of Membership Dues Agreement... Proposed agreements shall be returned to TEA no later than September 15 for approval by the TEA Executive Director or his/her designee." The full policy is at the bottom of this page.

Billing Statements:
Beginning in September, your local association will be billed for the TEA NEA dues your local association has collected by payroll deduction, cash, check, or money order. In September, TEA will look at the total number of members your local has paying by payroll deduction, cash, check, or money order and total the obligation your local will owe in TEA NEA dues for these members for the year. TEA then divides that obligation by 12. This is the amount that you will be billed each billing cycle +/- any adjustments to your membership. It is imperative that you communicate changes to your membership, especially terminations to TEA Membership and Payroll (if applicable) to avoid being billed for individuals who are no longer members. A final billing statement in August may include changes to the obligation because of membership changes that occurred after the last date on the Membership Dues Agreement Form.

IT IS HEREBY AGREED by the Tennessee Education Association and the______________________________ (Full Name of Local Association)______________________________

that membership dues will be collected and paid to TEA five days prior to the last business day of each month beginning in September. Payment must be made within thirty (30) days following receipt by local association. This agreement shall become effective September 1, 2021 and shall remain in effect through the 2021-22 Membership Year.

The first billing statement will be available through the eBilling portal the first week of September.

LOCAL ASSOCIATION PRESIDENT/TREASURER UNIV. COORDINATOR

Date ____________________________ Date ____________________________

The person who will be sending payments to TEA:

Name ____________________________ Position ____________________________

Address ____________________________

City ____________________________ State ______ Zip ____________________________

Phone number ____________________________ Home email address ____________________________

TEA Board of Directors Policy 4608
Membership Dues Transmittal Agreement

Each affiliated local association and TEA shall complete annually a Payment of Membership Dues Agreement. Agreement forms shall be provided to each affiliated local no later than August 1 of each membership year. The completed agreement shall state the method(s) to be used locally in collecting membership dues (cash, check, easy pay bank deductions, payroll deductions), the time schedule for collecting dues at the local level, and the schedule for submitting TEA NEA dues and contributions to NEA Fund for Children and Public Education to TEA. The agreement must provide for payments to be made within the current membership year. Proposed agreements shall be returned to TEA no later than September 15 for approval by the TEA Executive Director or his/her designee unless an extended return date has been received prior approval because of a special hardship situation, or unless total monies due have been submitted to TEA by October 1.

The Board reserves the right to discontinue affiliate services if any local association has not submitted a Payment of Membership Dues Agreement or has not submitted all dues in full by October 1. Such affiliates shall be notified in writing by the President and the Executive Director, and a full report shall be made at the next meeting of the TEA Board of Directors.

The appropriate TEA NEA dues and NEA Fund for Children and Public Education contributions shall be submitted to the TEA within thirty (30) days following their receipt by the local association, unless a hardship situation is approved in advance by the TEA. The Board reserves the right to assess a penalty of up to two (2) percent per month on an overdue balance for any local association that becomes delinquent in its transmittal schedule by more than thirty (30) days.

The minimum dues obligation for each affiliate shall be established based upon the membership of the affiliate on the preceding date of the annual TEA Representative Assembly. Failure to submit appropriate dues amounts to the TEA within the full or in compliance with the approved dues payment agreement by the beginning date of the annual TEA Representative Assembly shall prohibit any delegate from that local from being seated at the Representative Assembly.
Payment of Membership Dues Agreement Form

TEA Board Policy 4608 requires, "each affiliated local association of the Tennessee Education Association shall complete annually a Payment of Membership Dues Agreement. Proposed agreements shall be returned to TEA no later than September 15 for approval by the TEA Executive Director or his/her designee." The full policy is at the bottom of this page.

Billing Statements:
Beginning in September, your local association will be billed for the TEA/NEA dues your local association has collected by payroll deduction, cash, check or money order. In September, TEA will look at the total number of members your local has paying by payroll deduction, cash, check or money order and total the obligation your local will owe in TEA/NEA dues for these members for the year. TEA then divides that obligation by 12. This is the amount that you will be billed each billing cycle +/- any adjustments to your membership. It is imperative that you communicate changes to your membership, especially terminations to TEA Membership and Payroll (if applicable) to avoid being billed for individuals who are no longer members. A final billing statement in August may include changes to the obligation because of membership changes that occurred after the last date on the Membership Dues Agreement Form.

IT IS HEREBY AGREED by the Tennessee Education Association and the [Full Name of Local Association]

that membership dues will be collected and paid to TEA five days prior to the last business day of each month beginning in September. Payment must be made within thirty (30) days following receipt by local association. This agreement shall become effective September 1, 2021 and shall remain in effect through the 2021-22 Membership Year.

The first billing statement will be available through the eBilling portal the first week of September.

LOCAL ASSOCIATION PRESIDENT/TREASURER
Name: [Name]
Address: [Address]
City: [City]
State: [State]
Zip: [Zip]
Position: [Position]
Phone number: [Phone number]
Email address: [Email address]

UNISERV COORDINATOR
Date: [Date]

The person who will be sending payments to TEA:

Name: [Name]
Address: [Address]
City: [City]
State: [State]
Zip: [Zip]
Phone number: [Phone number]
E-mail address: [Email address]

TEA Board of Directors Policy 4608
Membership Dues Transmittal Agreement

Each affiliated local association and TEA shall complete annually a Payment of Membership Dues Agreement. Agreement forms shall be provided to each affiliated local no later than August 1 of each membership year. The completed agreement shall state the method(s) to be used locally in collecting membership dues (cash, check, easy pay bank deductions, payroll deductions), the time schedules for collecting dues at the local level, and the schedule for submitting TEA/NEA dues and contributions to NEA Fund for Children and Public Education to TEA. The agreement must provide for payments to be made within the current membership year. Proposed agreements shall be returned to TEA no later than September 15 for approval by the TEA Executive Director or his/her designee unless an extended return date has received prior approval because of a special hardship situation, or unless total monies due have been submitted to TEA by October 1.

The Board reserves the right to discontinue affiliate services if any local association has not submitted a Payment of Membership Dues Agreement or has not submitted all dues in full by October 1. Such affiliates shall be notified in writing by the President and the Executive Director, and a full report shall be made at the next meeting of the TEA Board of Directors.

The appropriate TEA/NEA dues and NEA Fund for Children and Public Education contributions shall be submitted to the TEA within thirty (30) days following their receipt by the local association, unless a hardship situation is approved in advance by the TEA. The Board reserves the right to assess a penalty of up to two (2) percent per month on an overdue balance for any local association that becomes delinquent in its transmittal schedule by more than thirty (30) days.

The minimum dues obligation for each affiliate shall be established based upon the membership of the affiliate on the beginning date of the annual TEA Representative Assembly. Failure to submit appropriate dues amounts to the TEA either in full or in compliance with the approved dues payment agreement by the beginning date of the annual TEA Representative Assembly shall prohibit any delegate from that local from being seated at the Representative Assembly.
PLEASE CLEARLY PRINT or TYPE

NEA INDIVIDUAL ID or SOCIAL SECURITY NUMBER

FIRST NAME: ___________________________ LAST NAME: ___________________________

FORMER LAST NAME IF NEEDED TO VERIFY MEMBERSHIP

ADDRESS: ___________________________

CITY: ______________________ STATE: ______ ZIP: ________

PERSONAL EMAIL ADDRESS: ___________

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. 2021-22 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, 2022. 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 2022. If your address changes before August 2022 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:

<table>
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<th>Year(s) NEA STUDENT MEMBERSHIP Was Held, e.g., 2021-2022</th>
<th>NEA CHAPTER &amp; STATE or COLLEGE WHEN STUDENT MEMBERSHIP WAS HELD</th>
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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
Frequently Asked Questions (FAQs)

1. How do I change my dues payment method? We offer many dues payment options for members.

   **Payroll deduction** — If you wish to enroll in payroll dues deduction, you must contact the local association. Payroll deduction of dues may not be available in every school system. The Tennessee Education Association cannot put members on or take members off payroll dues deduction — only the local association can do this.

   **Credit/Debit Card** — Available on-line at www.teateachers.org. Tell the member to click “Sign Up for EZ Pay” and then “Convert to EZ Pay”. The member will need his/her membership number in order to pay by credit card. The membership number is also located on the membership card and on the mailing label of teach magazine. Membership numbers are also listed on the membership roster. If the member paid dues via payroll deduction, please be sure to the payroll office and tell them to remove the member from future payroll deductions.

   **Bank Draft** — Tell the member to go to www.teateachers.org and click “Sign Up for EZ Pay”. On the left side of the page, choose “Convert to EZ Pay”. The member will need his/her membership number in order to complete this process. The number is also located on the membership card and on the mailing label of teach magazine. Membership numbers are also listed on the membership roster. If the member paid dues via payroll deduction, please be sure to the payroll office and tell them to remove the member from future payroll deductions.

   **Cash/Money Order/Check** — Members can always choose to pay their dues in full via cash, check, or money order. The check or money order should be made payable to the local association. Be sure to contact TEA and tell us the member has paid in full via cash, check, or money order. Deposit the money into your local association account and we will bill you for the NEA/TEA portion of dues you collected from that member. If the member previously paid dues via payroll deduction, be sure to contact the payroll department of your school district to tell them to stop dues deduction for that member.

2. What is my membership number? You can find your membership number on your TEA membership card sent to your home each December. You can also find your number on the mailing labels of teach magazine and The Public School Advocate. If you need your number and cannot find your card, contact TEA and a member of our staff will provide you the needed information.

3. How do I update my bank account information for bank draft payment of dues? There are two ways that you can do this:
   
a. Go to www.teateachers.org/EZPay. You will need your 10-digit membership ID number. On the third screen you will be asked if you wish to update your financial information or to switch to another EZ Pay method. Simply make your choice and enter the information needed. Be sure to complete the entire process (5 screens total) and click submit at the end. You will receive an email within 24 hours confirming that you completed the process.
   
b. Contact TEA Membership and speak to a Membership Representative who will assist you with updating your account information for dues payment.

4. How do I convert to EZ Pay Bank Draft or EZ Pay Credit/Debit Card? Go to www.teateachers.org/EZPay. You will need your 10-digit membership ID number. Respond to the questions on each of the five screens (the process should take less than 5 minutes to complete). Once you are finished, you should receive a confirmation email within 24 hours that you have changed your pay method.

5. How do I get a replacement membership card? Contact Chris Watson at cwatson@tnea.org and he will send a replacement card to you. Be sure to provide your current contact information to ensure that the card goes to your correct address.

6. How do I cancel my membership? Member must contact the local association and request cancellation in writing by completing a Termination of Member Rights and Benefits Form. The form must be signed and dated. The local association will then be sure that payroll deduction of dues is stopped (if that’s how you pay dues) and will then contact TEA to let us know you have canceled. If you pay dues via bank draft, credit card, or other method, the local association must inform us as soon as possible (submit signed copy of Termination of Member Rights and Benefits Form) to ensure that we do not continue to draft your credit card or bank account for dues.

7. I’m not receiving teach magazine or other mailings from TEA, who do I contact? It’s likely that we don’t have the most recent address on file. Please contact the TEA Membership Office at 800.342.8367 to be sure that the member’s name and address are correct. You may also contact the TEA Communications Office to be sure that the information is on our mailing lists.

8. How do I find out about member discounts or other available benefits? Download the MyDeals app for your smart phone (you will need a program key to complete the download — see the mobile app flier or contact TEA Membership Office for the code). We also have more benefits and discounts (with links) on our website: www.teateachers.org. Click on “Member Center” and follow the log in instructions (this keeps non-members from being able to access your benefits!). Then click “Member Benefits”. Links to various discounts and savings are available. You may also check out www.neamb.com for the various benefits and discounts available as an NEA member. Their website requires registration. You may also request a Member Benefits presentation to be done at your next meeting. Contact your UniServ Coordinator to receive further information about member benefits.

9. I’ve transferred from one school to another in the same district. How do I update my membership? Be sure your Association Representative communicates your change in location to the membership chair or contact the TEA Membership Office.

10. I’ve left my job in one school system for another job in another school system. How do I update my membership? You will need to complete a membership form (available online or from your Association Representative) and send it to the TEA Membership Office to ensure we change your local association and update your membership information. This will also ensure that you are being charged the correct dues amounts.
Frequently Asked Questions (FAQs)

11. I will be on leave for the remainder of the year. What do I need to do? Contact the TEA Membership Office. You can maintain your membership while on leave at a lower rate and this will ensure that you do not lose any of your membership benefits such as the complimentary life insurance.

12. I have returned to work after an extended leave of absence. How do I update my membership? Please contact the TEA Membership Office so we can update your membership and ensure that you are fully covered.

13. I was an educational aide last year but now I am a teacher, do I need to do anything to update my membership? Yes! You must communicate changes in employment (work location, position, school system, etc.) to the TEA Membership Office so that we can make sure your membership profile is updated and that you are fully covered for your position/job assignment. This answer also applies to substitutes who become teachers, teachers who become instructional supervisors or principals, or any other changes to work type/position, work location, or school system.

14. How do I join the association? Complete a membership form available at www.teateachers.org by clicking “Join Now”. You can download the form, complete it, and mail it in or you can join online and pay by bank draft or credit/debit card.

15. Do I have to belong to the NEA? Yes. We are a unified organization which means our members must belong to all levels — national, state, and local in order to receive the full services and coverage of membership. Your NEA dues provide your liability coverage and access to legal services. Your TEA dues provide you with a knowledgeable UniServ staff person who lives and works in your area and is available to assist you with your employment issues. Both NEA and TEA work together to improve public education and the education profession at both the federal and state level while your local association works to improve it at the local level. It takes all of us working together.

16. I am a new TEA member and I did not get my rebate? If you believe that you qualify for the new member rebate and have not received it, contact your local association membership chair first. It is possible that TEA has not yet received your membership form for processing which would delay your rebate check. If the local has submitted your membership form, contact the TEA Business Office. We will make sure that you get the rebate as soon as possible.

17. I was a student member last year. I heard there was a rebate available to student members who join the association as teachers. Is that true? Absolutely! Student members who join the association as an active member are entitled to a dues rebate of $20 for each year they were a student member. You will need to complete and submit the NEA Student Dues Rebate Application by May 1, 2022. This form is available from your Association Representative / UniServ Coordinator or on page 29 of this manual.

18. I work in an extended school program for my school system but I’m not a certified teacher. Can I be a member? If you are working a day equal to the at least half the number of hours of a full-time teacher in the school system, you can join as an Active member even though you are not certificated. If your work day is 50% or less of a regular teacher in your school system, you can join for ½ the Active membership dues. In either case, you will be covered by the member liability policy.

19. I’m a school nurse, can I be a member? Of course you can! School nurses who do not devote any part of their day to instruction may join the association as an educational support member. If any part of your day is devoted to the instruction of students, then you must join as an Active member. In either case, the member liability policy will cover you.

20. I’m a National Guard member who has been called to active service and I want to maintain my membership. What do I do? NEA/TEA dues will be suspended during your active service until you return to your position and your school salary is resumed. Please contact the TEA so that we can note that you are maintaining your membership without payment of dues until you return to teaching. We appreciate your service and sacrifice!

21. I’m a retired teacher and I’ve decided to go back to work. I’m already a Tennessee Retired Teacher Association member. Am I covered by the liability policy when I go back to work? Retired members are not covered by the association’s liability policy. For coverage, you must join the local, state, and national affiliates in the appropriate category. If you have questions about which category of membership you should join, please contact your Association Representative or TEA Membership.