

Even more important reminders



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The six-month per capita tax call will be mailed out to branches this month. NALC bills branches semi-annually, in June and December, for the national and state per capita tax of their direct-paying members. For more information on the six-month per capita tax call, please refer to the *NALC Branch Officer's Guide to Finance and Administration*, which has a dedicated chapter on NALC dues (Chapter 2). Please see pages 2-12 and 2-13 for information on the six-month per capita tax call. A hard copy of the guide can be purchased from the Supply Department, and an electronic copy is available at nalc.org/financeguide.

Only branches that have direct-paying members will receive the six-month per capita tax call. The majority of direct-paying members are members who have been separated from the rolls of the Postal Service with an approved claim with the Office of Workers' Compensation Programs (OWCP) or retirees who receive wage-loss compensation from OWCP in lieu of Office of Personnel Management (OPM) retirement benefits. A minority of direct-paying members are members who retired prior to Oct. 1, 1982, who were not required to enroll in the annuity dues withholding program. Some of these retired members still pay their dues directly to the branch.

Per Article 2 of the *NALC Constitution*, members separated from the Postal Service with an approved claim with OWCP can remain regular members of the NALC, and retiring members can retain membership into retirement.

A member who is separated from the rolls of the Postal Service but has not yet retired must pay active letter carrier dues until he or she applies for and obtains retirement status from OPM. When an active member is separated from the rolls of the Postal Service with an approved OWCP claim and wishes to retain membership in the NALC, the branch must notify the Membership Department in writing that the member intends to continue membership. Upon notification, the Membership Department will list the member on the semi-annual per capita tax call.

Additionally, members who retire with an approved claim through OWCP and receive wage-loss compensation from OWCP in lieu of OPM retirement benefits also must be placed on the semi-annual per capita tax call if the member wishes to retain membership into retirement, as the Department of Labor does not allow for dues payments from OWCP payments. Again, the branch must notify the Membership Department in writing that the retired member does not receive an annuity payment from OPM, but instead receives payments from OWCP, and that

the member wishes to retain membership as a retiree and be placed on the semi-annual per capita tax roster.

It is the branch's responsibility to collect national, state and local dues—unless the branch has a policy under which some or all of the dues will be waived—and to remit the national and state portion to NALC Headquarters every six months upon receipt of the six-month per capita tax call.

Any retiree in good standing in his or her branch moving to another city may transfer membership to the branch located in such city, if it is his or her wish to do so.

Article 2, Section 3 of the *Constitution for the Government of Subordinate and Federal Branches* contains provisions for transferring membership from one branch to another as a retired member. On occasion, the Membership Department does not receive the required information necessary to process the transfer, which causes a delay. To assist with the issues the Membership Department encounters, below is what is needed to complete a transfer of membership for a retiree:

(c). In the case of a retiree member seeking to transfer membership, [h]e/she shall make application to the Recording Secretary of his/her Branch, who shall ascertain from the Financial Secretary if all dues and assessments charged against him/her on that date are fully paid; if so, it shall be the duty of the Recording Secretary to announce at the next regular meeting of the Branch that the application has been received and all obligations discharged. There being no objections, the Recording Secretary will at once forward to the Recording Secretary of the Branch with which affiliation is desired, a letter of recommendation. The letter shall be read at the first regular meeting of the receiving Branch held after its receipt and the transferred individual shall be considered a member at that time. The Recording Secretary of the Branch shall then notify the Recording Secretary of the original Branch that the transferee has been received into membership.

Once this process has been completed, a copy of the letter of recommendation from the originating branch, as well as a copy of the letter from the receiving branch that the transferee has been received into membership, must be forwarded to the Membership Department along with a request that the transfer of membership be completed.

On occasion, my office receives calls from branches or state associations that are changing bank accounts, asking what information is needed at Headquarters to change the account. If a branch or state association is planning to change banks, an officer should contact the Membership Department for an Electronic Deposit Change Form. The form must be completed and signed by the president and the secretary-treasurer and returned to Headquarters along with a voided check from the new account. We recommend that the old bank account remain open until a dues deposit is verified as being made into the new account.