



Membership Contract Checklist –

just a quick check to make sure everything is filled out
(forms not filled out correctly will be sent back to the UniServ Director)

List by Topic	Topic – Please Print	YES	NO	N/A
1	First, Middle and Last Name*			
2	Last 4 numbers of Social Security*			
3	Date of Hire – MM/DD/YYYY*			
4	Mailing Address: with Apt, Lot or Unit #, City, State, Zip*			
5	If Mailing Address is a PO Box, Provide Street Address, with town and zip code*			
6	Cell Phone - Preferred*			
7	Home Phone			
8	Home Email - Preferred*			
9	Work Email			
10	Ethnicity – Use Chart on Back of Contract *			
11	DOB – Date of Birth – MM/DD/YYYY*			
12	Gender*			
13	Local Association – PLEASE NO ABBREVIATIONS – Spell Out*			
14	School Building Name*			
15	Position – Use Chart on Back of Contract – can only use what is on the list*			
16	Subject – Use Chart on Back of Contract – can only use what is on the list*			
17	Membership Types – must fill out all three types (NEA, WEA, LEA) – codes are on back of contract*			
18	Select Payment Method – check/fill-out appropriate information*			
19	Membership Commitment box needs to be checked*			
20	Annual Payment Authorization box needs to be checked*			
21	Member’s Signature and Date for the above topics*			
22	Member’s Signature and Date if contributing to WEA-PACE or NEA Fund*			
23	Member’s Signature and Date if paying by payroll deduction*			
24	Recruited by - filled in (if applicable)- Please Print Name*			

*= all areas required information (unless it’s not applicable)

PLEASE NOTE: this is a four-part NCR form

- **WEA Copy** – Top Copy – Membership needs to be processed immediately. Email, Fax, or Scan all new signed forms then Mail to the WEA Office – lbottom@wyoea.org FAX - 307-778-8161
- **District Payroll Office Copy** - Second Copy – Goes to your District Payroll Office
- **Local Copy** – Third Copy – Goes to your Local President
- **Member Copy** – Fourth Copy – Goes to the Member

Please do NOT mail all copies to the WEA Office

Wyoming Education Association
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