



# 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	Membership Commitment box needs to be checked*			
2	Annual Payment Authorization box needs to be checked*			
3	Payroll Authorization box needs to be checked (if applicable) *			
4	Member’s Signature and Date for the above YES boxes*			
5	SSN4 (Last 4 Numbers of Social Security Only)*			
6	First, Middle and Last Name*			
7	<b>Mailing Address: with Apt, Lot or Unit #, City, State, Zip*</b>			
8	If Mailing Address is a PO Box, Provide Street Address, with town and zip code*			
9	Cell Phone*			
10	Non-Work Email*			
11	Ethnicity*			
12	Gender*			
13	DOB – Date of Birth – MM/DD/YYYY*			
14	Date of Hire – MM/DD/YYYY*			
15	Local Association – PLEASE NO ABBREVIATIONS – Spell Out*			
16	Position – Use Chart on Back of Contract – can only use what is on the list*			
17	School Building Name*			
18	Subject – Use Chart on Back of Contract – can only use what is on the list*			
19	If contributing to WEA-PACE or NEA Fund box needs to be checked*			
20	WEA-PACE membership – I wish to contribute – if contributing, mark the box*			
21	NEA Fund– I wish to contribute – if contributing, mark the box*			
22	Member’s Signature and Date <b>ONLY</b> if contributing to WEA-PACE or NEA Fund*			
23	Membership Types – must fill out all three types (NEA, WEA, LEA) – codes are on back of contract*			
24	Select Payment Method – check/fill-out appropriate information*			
25	Recruited by - filled in (if applicable)- Please Print Name*			
26	Tear Off – please fill out and return with Contract or mail*			

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

## PLEASE NOTE: this is a four-part NCR form and a Tear Off

- **WEA Copy** – Top Copy – Membership needs to be processed immediately. Email or Scan all new signed forms then Mail to the WEA Office – [lbottom@wyoea.org](mailto:lbottom@wyoea.org)
- **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
- **Tear Off** – Last Page – Goes to the WEA Office

Please do NOT mail all copies to the WEA Office

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