



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

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

PLEASE NOTE: this is a three-part NCR form.

WEA Copy – Top Copy – Membership needs to be processed immediately. **Email** all new signed forms **then Mail Original** to the WEA Office – lbottom@wyoea.org

- **Local Copy** – Second Copy – Goes to your Local President
- **Member Copy** – Third Copy – Goes to the Member

Please do NOT mail all copies to the WEA Office

Wyoming Education Association
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