

NATIONAL TREASURY EMPLOYEES UNION

1187 FORM PROCESSING

- **Ensure that the form is completed.** The 1187s must include the chapter number, Colleen Kelley's preprinted signature, the member's signature and it is especially important for the member to include their accurate SSN. The SSN is required by payroll in order to process the payroll deductions and is what we use to cross reference members in our system with the data provided by the agencies.
- **Immediately submit the original copy of the 1187 to the appropriate agency office.** Frequently, this office is identified in your contract. NTEU's Membership Records department can assist you if you are unsure where to send the original copy of the 1187.
- **The pink copy of the 1187 should immediately be sent to the NTEU National office.** If the National office does not receive an 1187, we do not have an address for the member in our system. Subsequently, the member does not get a new member package, a membership card, the NTEU Bulletin, or any other mailings from the National office.
- **Retain the blue copy of the 1187 for the chapter's files.** Please maintain them with a notation of when the form was mailed or a copy of the fax transmittal confirmation sheet. This is important if there is a dispute with the agency concerning when the 1187 was submitted and having this information will help when a grievance is filed.
- **Most agreements require the agency to begin dues withholding no later than the pay period following submission.** If the agency fails to properly process the 1187 within the agreed-upon timeframe, there is a loss of revenue to NTEU (Chapter and National). Work with your National Field Representative and file a grievance.