

INSTRUCTIONS:

PRINT PAGES 2, 3 & 4

PLEASE PRINT LEGIBLY

This first set of instructions is for the first form (Standard Form 1187)

1. Complete blocks 1, 2 & 3
2. Sign "signature of employee" block and date form

The next set of instructions is for the free \$10,000 Accidental Death and Dismemberment Insurance

1. Complete every block on the form. Its important that you legibly print all your information. The name of Chapter and Chapter # has already been filled in for you.
2. Sign and date this form.

On the final page, we need you to complete as much information as possible so that we have sufficient contact info on you.

Once you've completed the 3 forms, please mail them to;

Kentucky Long Rifle Chapter
Bldg 9387 Wilson Rd
Fort Knox, KY 40121

Once we receive your packet, we'll put together a welcome packet which will include our welcome letter and a brochure on the AD&D insurance program.

If you have immediate issues or concerns, please email michael.woosley@klrc83.com or call me at the number listed below.

If you have further questions, please feel free to call me on the Unions cell phone @ 270-319-7031

I WANT TO THANK YOU FOR JOINING THE UNION AND AIDING OUR EFFORTS IN ENSURING THE RIGHTS, PROTECTION AND BENEFITS OF HARD WORKING TECHNICIANS ARE NOT VIOLATED OR COMPRIMISED. WE NEED THE GOOD WORD SPREAD ABOUT OUR ORGANIZATION AND THE "GOOD" THAT WE STAND FOR. FOR EVERY NEW MEMBER, OUR VOICE GROWS STRONGER AND THE WILLPOWER TO SUCCEED IS EVIDENT IN OUR EFFORTS.

THANK YOU.



REQUEST FOR PAYROLL DEDUCTIONS FOR LABOR ORGANIZATION DUES

Privacy Act Statement

Section 5525 of Title 5 United States Code (Allotments and Assignments of Pay) permits Federal agencies to collect this information. This completed form is used to request that labor organization dues be deducted from your pay and to notify your labor organization of the deduction. Completing this form is voluntary, but it may not be processed if all requested information is not provided.

This record may be disclosed outside your agency to: 1) the Department of the Treasury to make proper financial adjustments; 2) a Congressional office if you make an inquiry to that office related to this record; 3) a court or an appropriate Government agency if the Government is party to a legal suit; 4) an appropriate law enforcement agency if we become aware of a legal violation;

5) an organization which is a designated collection agent of a particular labor organization; and 6) other Federal agencies for management, statistical and other official functions (without your personal identification).

Executive Order 9397 allows Federal agencies to use the social security number (SSN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Your agency shall provide an additional statement if it uses the information furnished on this form for purposes other than those mentioned above.

1. Name of Employee <i>(Print or Type-Last, First, Middle)</i>	2. Employee Identification Number <i>(SSN or Other)</i>	3. Timekeeper Number
4. Home Address <i>(Street Number, City, State and ZIP Code)</i>	5. Name of Agency <i>(Include Bureau, Division, Branch or Other Designation)</i>	

Section A-For Use By Labor Organization

Name of Labor Organization *(Include Local, Branch, Lodge or Other Appropriate Identification)*

I hereby certify that the regular dues of this organization for the above named member are currently established at \$ _____ per	(biweekly pay period) (calendar month). <i>(Strike out whichever period is not appropriate, based on arrangement with the employee's agency.)</i>
Signature and Title of Authorized Official	Date <i>(Month, Day, Year)</i>

Section B-Authorization By Employee

I hereby authorize the above named agency to deduct from my pay each pay period, or the first full pay period of each month, the amount certified above as the regular dues of the (Name of Labor Organization):

_____ and to remit such amount to that labor organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted which is certified by the above named labor organization as a uniform change in its dues structure.

I understand that this authorization, if for a biweekly deduction, will become effective the pay period following its receipt in the payroll office

of my employing agency. I further understand that Standard Form 1188, Cancellation of Payroll Deductions for Labor Organization Dues, is available from my employing agency, and that I may cancel this authorization by filing Standard Form 1188 or other written cancellation request with the payroll office of my employing agency. Such cancellation will not be effective, however, until the first full pay period which begins on or after the next established cancellation date of the calendar year after the cancellation is received in the payroll office.

Contributions or gifts (including dues) to the labor organization shown at left are not tax deductible as charitable contributions. However, they may be tax deductible under other provisions of the Internal Revenue Code.

Signature of Employee	Date <i>(Month, Day, Year)</i>	
FOR COMPLETION BY AGENCY ONLY- The above named employee and labor organization meet the requirements for dues withholding. (Mark the appropriate box. If "YES", send this form to payroll. If "NO", return this form to the labor organization.)	YES	NO

A.C.T. ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D) INSURANCE DESIGNATED BENEFICIARY FORM

All active dues paying members of the Association of Civilian Technicians are eligible for \$10,000.00 (Effec. 1/1/98) insurance coverage in the event of accidental death or dismemberment, including while riding as a passenger in civilian or military aircraft. The premium is being paid from the present dues structure with no additional cost to the member.

Please designate a beneficiary by completing the following form. Forward white copy to the National Office at 12620 Lake Ridge Dr., Lake Ridge, VA 22192 (along with a copy of the SF-1187, if a new member). The yellow copy is for the insured member and the pink copy should be retained by the chapter.

Please print clearly or type member's name.

Last Name :	First Name:	MI:	Social Security #:
Address:			
City:	State:	ZIP:	
Name of Beneficiary:	Beneficiary Address:		
Relationship:			
Verified By (Chapter Officer):			
Name of Chapter: Kentucky Long Rifle Chapter			Chapter #: 83
Member's Status: (Check where appropriate)			
<input type="checkbox"/> New Member	<input type="checkbox"/> Change In Beneficiary	<input type="checkbox"/> Change in Address	
_____			_____
<i>Member's Signature</i>			<i>Date</i>

White = National Office

Yellow = Member

Pink = Chapter

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MEMBER INFO:

Last Name: _____ **Suffix:** _____

First Name: _____, **MI:** _____

Work Site: _____ **Sub-Shop:** _____ (ie; warehouse)

Work Phone: () _____ - _____

Are there Union Stewards in your area or facility?: Y or N If so, who?: _____

Work Email Address: _____

Home Email Address: _____ (where we can send newsletters or other pertinent information)

Civilian Pay Grade: _____ **Supervisor Name:** _____

Birthday: Day: _____ **Month:** _____ **Year:** _____ (if you want)

Home Phone: () _____ - _____ **Cell Phone:** () _____ - _____ (if you want)