

TO: APPLICANTS FOR SEA MEMBERSHIP
RE: ARRANGING DIRECT DEPOSIT FOR MONTHLY DUES PAYMENT

SEA urges you to consider a one-time annual payment by check. You may also pay your dues monthly. Note the following limitations:

- For monthly payment, SEA regrets that we are unable to accept a check, due to a variety of administrative issues.
- SEA currently is unable to offer the option of having dues deducted directly from your state paycheck, as a result of state law.

[Note that we are unable to accept new applications for bi-weekly dues payments. However, members who previously arranged for bi-weekly payments will be allowed to continue using that method, as long as their membership is continuous and payment is made by electronic transfer and not by check.]

For members opting to pay dues monthly, there are other ways besides a check to pay. These involve making a direct deposit of your monthly payment:

First, you may be able to use a third-party, online payment service, such as Bill Pay. If you already use such a service, you will understand how to assign a payment. For other such bill paying services, please ask us beforehand to make sure that SEA will accept your preferred payment service. SEA will provide updated information to members as it becomes available.

Second, you should be able to arrange to have your own financial institution make an automatic transfer to SEA from your checking account. For many members this will be the simplest way to arrange payment. Proceed as follows:

1. Ask the financial institution where you keep your checking account for a direct deposit transfer form. Or log into your online account and look for the form there.
2. The form will ask you to list the amount you wish transferred and the frequency. For the current enrollment period that's \$17.00 monthly.
3. The form will ask you when you wish to start the recurring payment. This should be the earliest date available after you signed and dated your application for membership.
4. The form will ask you to list a payee, a routing/transit number and the payee's account number. That information is available from your Section officers.

Of course, please keep this account information secure and exchange it only with your lending institution, to protect yourself and your Association.



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