

2. If a member wants a PTD within 120 days of application, the member must pay dues through the next calendar year of the chosen PTD. Members can pay for no more than 16 months dues at application.

EXAMPLE: Member applies on 9/30/06 and wants a PTD of 12/31. Since 12/31/06 is fewer than 120 days from date of application, member must pay dues through 12/31/07 at time of application to change renewal month to 12/31.

### **Rules Applicable to Current Active and Associate Members in good standing**

1. Parties who may make changes:
  - Individual local association member
  - Associations may submit signed and complete paperwork from the member to NAIFA on behalf of the member.
2. Acceptable processes for changing Paid Through Date (PTD)
  - Complete PTD change form and fax to the NAIFA Member Service Center
  - Complete PTD change form on web site
  - All changes must have written documentation to initiate processing and no change will be made based on telephone conversations.
3. Member must pay all dues (local, state and national) through new PTD at time of change.
4. Members may change their PTD at any time. Upon notification, the member may chose a new PTD and pay the prorated membership dues to keep his/her membership current. NOTE: Due to the procedures necessary to ensure proper billing, if a member requests to change his/her PTD less then 4 months in advance of the new PTD, the member must pay for a full year of membership dues plus the prorated monthly rate to keep them current.

### **EXAMPLES:**

- Member has a PTD of 8/31/06. On 9/15/06, member requests change of PTD to 12/31/06. PTD can be changed but member must pay dues through 12/31/06 (16 months) to change PTD to 12/31/07.
- Member has PTD of 3/31/07. On 10/01/06, member requests PTD of 12/31. Since PTD can only be moved forward, earliest PTD available to member is 12/31/07. Member can pay dues through 12/31/07 (9 months) to move PTD to 12/31.
- Member has PTD of 3/31/07. On 10/01/06, member requests PTD of 6/30/07. Member request can be accommodated since request is more than 120 days from new PTD. Member pays 3 months of dues (National, State and Local) and PTD is advanced to 6/30/07.

### **Reporting**

1. Upon receipt and processing of changed PTD, confirmation letter summarizing change will be sent to:
  - Individual member
  - Local Association
  - State Association
2. A state or local submitting PTD change requests should provide the following information:
  - Member ID, Name, and Address for each member
  - The number of the local association to which each member belongs.
  - Indication of what the new PTDs should be.
  - Please do not prepay! You will be informed by NAIFA of the amount due.
  - Send these requests to:
    - NAIFA, Member Records  
Department  
2901 Telestar Court  
PO Box 12012  
Falls Church, VA 22042-1205

# Payment Options

*This section explains how members can pay their dues by monthly bank draft or annual credit card payment.*

## NAIFA BANK DRAFT PROGRAM

The bank draft program allows members to spread out the cost of their membership into lower monthly payments. Members who enroll in the bank draft program are committing to pay full annual NAIFA membership dues in 12 monthly increments.

Bank draft participants who fail, for whatever reason, to complete this 12 month obligation, will be billed for the balance owed. Bank draft participants must notify **NAIFA national** in writing by the 1st of the month to avoid a draft for that month. No refunds will be given for drafts that occur without timely notification to NAIFA.

NAIFA will draw payments from the member's account and disburse funds via electronic transfer to the local and state associations

1. The following information must be provided on the bank draft section of the membership application, for each individual (new and renewal) participating in the NAIFA bank draft program for the first time:
  - Local dues amount for member
  - State dues amount for member
  - National dues amount for member
  - A voided check from the member's bank account that is to be drafted. Account deposit slips do not contain the proper banking information and should not be used in lieu of a voided check.
2. NAIFA will receive and process the Application or Renewal Notice. There is a \$.50 monthly service charge for members paying by bank draft to help offset bank processing fees. The individual will become a member, entitled to all benefits and services, when he/she is entered into NAIFA's database. The member will be notified of this via a pre-note letter.
3. Payments will be drawn from the member's account on or around the 5th of each month, in the amount of 1/12th of the total amount due, plus \$.50. If a bank draft enrollment is received after a member's paid through date then the first debit will reflect the amount due for the delinquent months.
4. Disbursement to the state and local associations, in the amount of 1/12th of the amount due to each association, will be made on or around the 20th of each month. Disbursements are only made for accounts that are successfully drafted.
5. Members who participate in the NAIFA bank draft program will be charged a \$15.00 fee for each insufficient fund activity or closed account activity. The fee will be added to the next monthly amount. Local associations are notified via the monthly disbursement report of any failed withdrawals.

Members joining the bank draft program are no longer required to pre-pay two months of member dues at initiation.

6. If the insufficient funds status occurs two times within six months, the member will be removed from the program and all benefits will be terminated. The member, along with the local and state associations, will be notified of the termination and will be told the amount of dues payable in order to keep membership current. Members who are terminated from the bank draft program will not be eligible to receive membership benefits again until their account is paid through the current date.
7. The bank draft program is based on a 12-month membership. If a member withdraws from NAIFA prior to satisfying the 12-month commitment, the member must pay all outstanding dues for the months remaining.
8. Bank draft will automatically continue each membership year unless NAIFA is notified otherwise in writing. Each subsequent year, the member will receive a letter, indicating the current amount due, with wording that will assume membership renewal and continuance in the bank draft program. The member may choose not to renew by notifying NAIFA in writing. Notifications must be received by close of business on the first day of the month to stop the draft scheduled to occur on the 5th of that month. Notifications received after the first of the month will be effective for the following month. You may fax notification to NAIFA Member Records Department at Attn: Bank Draft at 703-770-8378.
9. It is the members' responsibility to notify NAIFA of closed or changed bank accounts. Bank mergers generally cause account numbers to be changed. Again, changes must be reported in writing or fax. Notification should be faxed to NAIFA Member Records Department at Attn: Bank Draft at 703-770-8378. The member name, member id and a copy of a voided check should be provided to update bank account information.
10. When a bank draft participant transfers to a new local, once the transfer application is received and processed by NAIFA, the member's dues will be disbursed to the new local association. The monthly debit amount will be adjusted to reflect the new local and state dues amounts. Local associations should inform transfer members of their new monthly debit amount before the first draft occurs.
11. Reporting to state and local associations. On the 20th of each month, local and state associations will receive a disbursement report showing the name, bank draft paid through date and dues amount paid. The total funds received as reported on this report will agree with the deposit made into the association's account via electronic fund transfers. Bank Draft participants not successfully drafted will also be reported, along with bank draft participants terminated from the program.
12. The join date of a new member paying by bank draft will correspond to the date when the first draft occurs, not the local association approval date on the membership application.