



# NARFE

National Active and Retired Federal Employees Association

State \_\_\_\_\_

Chapter No. \_\_\_\_\_

Date \_\_\_\_\_

Chapter Transmittal \_\_\_\_\_ - \_\_\_\_\_  
Year No.

## Dues Transmittal Sheet— New Members

Please follow instructions on reverse side.

*\*This column for National Office Use only*

Line	Membership #*	Last Name	First Name	Initial	Nat'l. Dues	Chap. Dues
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<b>Totals</b>						

Chapter Check No. \_\_\_\_\_ Dated \_\_\_\_\_ for \$ \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE F-16

1. ***Please type or print all data to insure accuracy.*** Keep a copy of the completed form for your file.
  
2. **List of New Members :**
  - A. **Include a completed Application for Membership, Form F-14, for each new member.** It is important that all data requested on the application, including complete name and address, be provided; otherwise, enough data will not be available to enter the new member into NARFE's membership system.
  
  - B. Enter the name of the new member in the appropriate space on reverse side of this form.
  
  - C. Enter the amount of national and chapter dues paid by each new member in the appropriate column. **Forward the total amount to National headquarters. A \$2.00 recruiting fee for each new member recruited by the chapter will be returned to the chapter with the chapter dues at the end of the month.**
  
3. If additional space is needed, continue on another F-16 and make the check for the full amount.

## 4. MAILING INSTRUCTIONS

*Send completed form to:*

Attn: Membership Records

National Active and Retired Federal Employees Association

606 North Washington Street

Alexandria, VA 22314-1914