



NARFE

National Active and Retired Federal Employees Association

State _____

Chapter No. _____

Date _____

Chapter Transmittal _____
Year No.

Dues Transmittal Sheet— Member Renewals

Please follow instructions on reverse side.

| Line | Membership # | Last Name | First Name | Initial | Nat'l. Dues | Chap. Dues |
|---------------|--------------|-----------|------------|---------|-------------|------------|
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| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| Totals | | | | | | |

Chapter Check No. _____ Dated _____ for \$ _____

Signature _____

Address _____

INSTRUCTIONS FOR COMPLETING THE F-16R

1. ***Please type or print all data to ensure accuracy.*** Keep a copy of the completed form for your file.
2. **List of Members Renewing Dues:**

Renewing members are encouraged to send their dues directly to P.O. Box 1517, Merrifield, VA 22116. However, if they insist on paying through the chapter, then the following would apply:

Send in the national and chapter dues with the Dues Renewal Notice received by each member. Prompt action avoids a second Dues Renewal Notice being mailed to the member. **Chapter dues will be returned to the chapter at the end of the month.**

3. If additional space is needed, continue on another F-16R and make the check for the full amount.
4. **MAILING INSTRUCTIONS**

Send completed form to:

Attn: Member Records

National Active and Retired Federal Employees Association

606 North Washington Street

Alexandria, VA 22314-1914