



North Atlantic States  
Carpenters Benefit Funds  
Vacation Savings Fund

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**DUES DEDUCTION AUTHORIZATION FORM**

MEMBER NAME: \_\_\_\_\_

MEMBER/UBC ID: \_\_\_\_\_

MEMBER LOCAL NUMBER: \_\_\_\_\_

**TO: THE NORTH ATLANTIC STATES CARPENTERS VACATION SAVINGS FUND**

I hereby authorize The North Atlantic States Carpenters Vacation Savings Fund (Fund) to pay to the United Brotherhood of Carpenters & Joiners Local Union No. \_\_\_\_\_ (or any successor local union) from my annual Vacation Savings Fund distribution, an amount equal to twelve (12) months' base dues effective with my December distribution.

I further understand that if my Vacation Savings Fund balance is less than \$400.00, the fund will NOT deduct any portion of the next twelve (12) months' dues and the remittance of these dues is my responsibility and will be remitted directly by me to my local union.

I understand that any dues changes or modifications that occur after September 30th relative to my next year's annual dues will be my responsibility and I will contact my local union directly on those matters.

I hereby authorize the Fund to deduct these monies annually from my vacation benefit check in future years in like manner. This request shall continue in effect from year to year until revoked by me in writing, no later than September 30th (of the year in which I request revocation).

MEMBER SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_



**DUES DEDUCTION AUTHORIZATION FORM**

**1. What time period is used to calculate Vacation Fund earnings?**

Contributions for hours worked from October 1 to the following September 30 will be used to determine eligibility for payment of dues each year. If you have accumulated \$400 in your vacation fund during that period, the fund office will pay one year's worth of local union dues for you. If you are unsure of your balance, log in to Member Self Service at <https://selfservice.carpentersfund.org>

**2. Do I need to fill out a card each year?**

No. You just have to fill out the card once. Every year, as long as you have a \$400 minimum balance, the New England Carpenter Benefit Funds will deduct your local dues for the following year from your vacation fund balance and forward them directly to your local.

**3. What if I haven't accumulated enough money in my Vacation Fund?**

If you do not have \$400 in your Vacation Fund by the cutoff date, the fund office will not deduct any funds. You will receive your full vacation check on December 1, and you will be responsible for paying all of your local union dues for that year.

**4. What is the deadline for turning in the dues authorization card?**

Cards received by the New England Carpenters Benefit Fund by September 30 will be processed for that year and the dues will be deducted from that December's vacation distribution. If it is received after September 30, the deduction will begin the following year.

**5. I signed and turned in my card, can I stop paying local dues?**

You may need to continue to pay dues depending on the following:

- 1) when you turned in the card (before or after September 30);
- 2) whether you have enough money in your vacation fund (more than \$400); and
- 3) the date to which your dues are paid through at your local. Since the dues are not deducted from your vacation check until December 1, **we recommended that you pay your monthly dues through December 31.** If you have questions regarding your local dues, please check with your local or scan your card to view the paid through date.

**6. If I paid in advance by a couple of months, can the Fund office only deduct a partial payment?**

No, the New England Carpenters Benefit Funds will make deductions in 12 month increments only.

Example: if you are currently paid through October 31, 2020, and do not make any further payments, the automatic deduction will pay your monthly dues through October 31, 2021. In this example, we would recommend that you pay your dues for November and December 2020 to your local so that the dues deduction will cover you through December 2021. Note: Section 31D of the UBC Constitution states: "A member must have been twelve (12) consecutive months a member in good standing immediately prior to nomination (to be a delegate or officer) of the Local Union. The same holds true for consideration for a Council staff position."