

LOCAL 1407-ACCOUNTANTS & ACTUARIES

Reimbursement of Civil Service Exam Fees

(Strictly Confidential)

1. Member's Name _____ Local 1407 member since _____

2. Address _____ Apt.# _____
City _____ State _____ Zip _____
Home Phone# (____) _____ Cell Phone # (____) _____

3. Last Four Digits of your SS Number _____ Home e-mail address _____ @ _____

4. Name of Agency/Department/Authority/College you work _____
Work Address _____ Floor/Room _____
City _____ State _____ Zip _____
Job Title _____ Work Tel.# (____) _____ Fax#(____) _____

5. Name of the Exam you took _____ Exam Number _____
Exam Date _____ Exam Fee Paid _____

Signature of Member _____ Today's Date _____

You may already know that Local 1407 is reimbursing the Exam fee for members who pass a Civil Service Exam taken on or after June 28, 2003 pertaining to a *Local 1407 Title*. If you are interested to request reimbursement please fill out the above form with the required information as stated below:

1. File for and pass the Exam which must be in a Local 1407 Title series
2. Be a member in good standing of Local 1407 on the date the Exam is given
3. Original receipt as a proof of the amount paid for the Exam Fee
4. Submit a copy of the passing notification and a copy of your union ID card, and
5. Must completely fill out, sign, and submit the *Local Expense Report* as given on the reverse side.

The local will start the reimbursement process after the list is certified by DCAS. Please allow at least 6 to 8 weeks to receive the reimbursement check. Any questions please call at (212) 815-1933.

Mail the completed form(s) to: **President Maf Misbah Uddin, Local 1407 Exam Fee Reimbursement, 125 Barclay Street, Room – 401, New York, NY 10007.**

FOR OFFICIAL USE ONLY

U or A or X _____ If A, send GC Mailed on _____ Remarks _____

Checked By: _____ Verified By: _____ Approved By: _____

