

# 2010 – 2011 WACTE Payroll Deduction Procedure

(Effective July 1, 2010)

1. Use the Payroll Deduction Forms (PDF-1 (2010-2011), PDF-2 (2010-2011), PDF-3 (2010-2011)) included in your WACTE Membership Packet. To differentiate between the membership types, we have a separate form for each, so please don't combine the types. If you need more forms, please make copies or use the WACTE website.
2. **Payroll deductions should be handled so that members included are not already expired.** Current members and new members may be included on payroll deductions.
3. **No member may be added to this payroll deduction.** Only those members originally submitted may continue. A new payroll deduction with a new form must be started with any additions and submitted when at least five more people have enrolled.
4. **No less than 5 people can be submitted on a payroll deduct.** (We cannot process payroll deducts individually.)
5. Please complete the information for each form needed. Preferably type or print the information in the spaces provided. See attached sample.
  - A. Your current mailing date.
  - B. Approximate date you plan to send the next payment.
  - C. Payment number and total number of payments that will be sent. (Example: Payment 3 of 4).
  - D. Your Local Association name.
  - E. Your Local Association number.
  - F. Your name.
  - G. Your telephone number.
  - H. Number of members in this group.
  - I. Check number of the check enclosed for payment.
  - J. Amount of check enclosed.
  - K. Include renewal forms (MF2010-2011) for current members and Membership Applications for new members.
  - L. WACTE membership number for current members. Indicate "New" if member is joining.
  - M. Check if a current member has an address change or any other information has changed. Be sure the new information is indicated on the renewal form or an attached sheet.
  - N. Member's name (preferably last name, first name).
  - O. WACTE amount submitted for current payroll deduct for this member. (Include amounts on forms PDF-1 (2010-2011) and PDF-2 (2010-2011)).
  - P. Amount of Local dues submitted per member if included in current payroll deduct.
  - Q. Total amount included for each member.
  - R. Total amounts for all members in this group.
6. If you have any questions, please call the WACTE office.
7. Make a photocopy for your records and send your membership payroll deductions to:

Wisconsin Association for Career and Technical Education  
518 Potomac Lane • Madison, WI 53719  
Phone: (608) 833-5858 • Fax: (608) 833-3011 • Email: [wacteorg@chorus.net](mailto:wacteorg@chorus.net)