

**OEA MEMBERSHIP DEPARTMENT**  
**2022-2023**  
Monthly Membership Guide & Updates  
For Local Association Leaders

**July 31, 2023**

The July 2023 billing statement is now available for your review in the eBilling Portal, <https://ims.nea.org/ebilling/>. The most current roster is available on the eBilling portal and is accessible at any time. Please be sure to take time to thoroughly review your billing statement and membership roster in order to reconcile your membership information.

**August Reminders:**

- 28th —Dues payment to OEA. (Remember to include your local's 4-digit ID number on your check payments.)
- Update and return the Dues Transmittal Agreement.

Reference documents available to you on the OEA Website under Resources/ OEA Secretary/ Treasurer page:

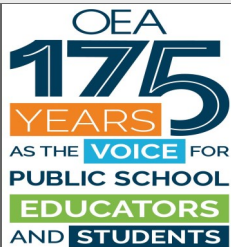
- ⇒ 23-24 Local Treasurer's Handbook
- ⇒ Monthly Treasurer's Memos (past 12 months)
- ⇒ 23-24 Dues Rates and Pro-Rate Dues Tables
- ⇒ Forms for reconciliation
- ⇒ Membership Update form

**OEA Office Summer Hours:**

(From 6/1/2023 - 8/31/2023)

**8:15 AM – 4:30 PM**

**Contact Center InfoOEA remains 8:30 AM—5:00 PM**



Thanks for your continued efforts and support.

If you have questions or concerns please contact us by e-mail:  
[membership@ohea.org](mailto:membership@ohea.org)  
Or by telephone: InfOEA (844) 632-4636

- As the 2022-2023 membership year draws to an end, it is important that a reconciliation of your current year local membership records be completed and any necessary changes be submitted to the OEA Membership Department.
- Remember OEA Membership cancellation or non-membership notifications should be received by August 31, 2023 unless your local association has differing notification requirements from that of the Ohio Education Association.
- Dues Transmittal Agreements were mailed in June and are due back to OEA by September 30th. Remember, your monthly billing statements are based on this information. Please take a moment to review and provide the requested information for the new 2023-2024 membership year.
- **Membership Enrollment Materials for the 2023-2024 Membership Year were distributed in June.** The materials were mailed directly from OEA to the home address of the Treasurer on record as of June 1st and included: Continuous Member Roster for Review, New Year Processing Documents, the 23-24 Treasurer's Handbook edition and a return envelope. A limited supply of blank enrollment forms along with the pre-printed Renewal forms and OEA Fund contribution forms will also be sent to the home address of the Treasurer of record directly from our print vendor. This means the Treasurer will receive two separate mailings for the 2023-2024 membership enrollment materials. Both mailings began shipping June 15th. **Do not return OEA Fund contribution forms with membership materials.**
- Be sure to notify your local President when you have received your enrollment materials and the OEA Fund contribution forms.
- **ENROLLMENT PROCEDURES:** We have sent the same enrollment materials as were provided last year.
  - ⇒ A postage paid, pre-addressed mailing envelope has been provided for each of your renewal forms. We have also provided a blank, postage paid envelope to be sent with each renewal form so the member can easily return the form to the address of your choosing.
  - ⇒ OEA suggests your local determine the best way for the membership forms to be collected, label the blank postage paid envelope with the address to which you wish to have the forms returned and then simply mail out to your members for signature.

**Join Now Online Enrollment**

Access Join Now via the OEA website: [www.ohea.org/why\\_belong](http://www.ohea.org/why_belong). Once on the "Why Belong" web page the new member will select the "Join Now" button and will immediately begin the enrollment process. Upon completion of their enrollment, the new member will be provided a confirmation reflecting the information they submitted along with their new member ID number. This confirmation will be sent directly to the member via their email address and a copy will be sent to the OEA Membership Department. An electronic roster of all online enrollments will be sent directly to the appropriate Local Treasurer's email of record as new members join. For questions or additional information, please call membership at 1-844-632-4636 or [membership@ohea.org](mailto:membership@ohea.org).

• **Dues Payments Continue During The Summer Months**

- ◆ During the summer months, we wanted to take this opportunity to mention the schedule of dues payments. As a reminder, your locals dues obligation is based on the Dues Transmittal Agreement on file with OEA. The dues transmittal agreement establishes your billing cycle. If the transmittal agreement includes "summer months" you will receive billing statements for these months and payments are required even when school is not in session. In order to avoid penalties, please be sure to keep your payments in line with your billing cycle. The new ePay option should help make this easier! If you have any questions, please contact the Membership department Monday—Friday 8:30 AM—5:00 PM.

## Some items to put on your "to-do" list as the 22-23 year comes to a close

- **Membership Reconciliations**—Reconcile your membership with OEA and your employer. See "Reconciliation of Local Association Members" in the Treasurer's Handbook (pg.1-27) for details.
- **Timely Payments**—Check your billing statement and dues transmittal agreement schedule and bring all outstanding dues payments current.
- **Local Association Leader Updates**—Send all changes to your OEA field office.

## NEW TREASURER?

Remember the Membership Department is here to help you! Call us or email us with any questions you may have regarding membership processing or procedures. Our contact information, via email: [membership@ohea.org](mailto:membership@ohea.org), phone Toll free InfoEA at (844) 632-4636 Monday—Friday from 8:30 AM—5:00 PM.

## Questions?

### What are all these forms I have received and how are they used by OEA?

#### Dues Transmittal Agreement

- ◆ The Dues Transmittal Agreement provides OEA with the date range of your locals payroll deductions. This allows OEA to set up your billing cycle for the year based upon the number of members in the local and the number of payroll deductions. The agreement is an annual contract between the local and OEA. If no update is received, OEA bases billing on prior year payroll dates. (See pg 1-20 of the Treasurer's Handbook for additional information) This form is to be updated and returned by September 30, 2023.

#### IRS-990 Verification Form

- ◆ IRS 990 Verification form shows that the local is tax exempt and is proof that the local has filed exempt status with the IRS. This must be submitted annually to the IRS and OEA. (See pg 0-4 of the Treasurer's Handbook for additional information)

#### Continuous Roster

- ◆ This is a listing of the local's members on record where membership automatically rolls forward from year to year. It allows the local to make updates (such as cancellations, change to membership type, administrative updates, building change) to the member records. This is critical as the billing for a local is based upon the number of members. If OEA is not notified of cancellations, the local continues to be billed for that individual. (See pg 1-14 through 1-19 of the Treasurer's Handbook for additional information)

⇒ All members who wish to cancel their membership and become a non-member need to inform you of this desire by August 31, 2023.

#### Enrollment Summary/Potential Count Form

- ◆ Potential Membership Count is the total count of every employee position which is in your defined bargaining unit and eligible for membership. Therefore, this count includes those individuals who are members and non-members. Your Payroll or Human Resource Department should have this number available for your local's use. Please verify the number from your Payroll or Human Resource Department before providing the information.

## Miscellaneous:

### 2023 District Treasurer's Workshops

The following OEA District Treasurer's Workshops remain for the current year:

EOEA on August 3, 2023 (Virtual for Novice and Experienced) and NCOEA on August 8, 2023 (Virtual for Novice and Experienced).

**\*\*\*PLEASE CONFIRM WITH YOUR LOCAL DISTRICT REGARDING RECENT CHANGES TO THESE SCHEDULED DATES.**