

AUTHORIZATION (Withholding will begin in 60-90 days). No payment should be forwarded with application.

I authorize the United States Office of Personnel Management to make appropriate deductions from my annuity payments, not to exceed the amount certified by the National Active and Retired Federal Employees Association as the amount of dues for which I am annually obligated, in accordance with elections I make below and to pay the deducted sum to the National Active and Retired Federal Employees Association (NARFE). This authorization shall also apply to any and all dues changes certified by NARFE membership in accordance with elections I make below: *Please allow 60-90 days for processing.*

Do You Authorize Your Spouse's Dues to Be Withheld from Your Annuity? Yes No

If YES, enter your spouse's name and membership number below.

You authorize:

Annual NARFE dues of \$34.00 plus Chapter dues of record to be withheld annually.

Name _____ Number _____

I understand that this authorization shall be valid until NARFE receives and processes my written notice of cancellation in accordance with its agreement with the Office of Personnel Management and that any disputes regarding this authorization shall be a matter between NARFE and myself. I hold the Office of Personnel Management harmless for any erroneous allotment deduction made pursuant to this authorization.

Signature of Annuitant or Survivor-Annuitant _____

Date _____

DW-2 (10/10)

Dues payments and gifts or contributions to NARFE are not deductible as charitable contributions for federal income tax purposes.

Q: To whom should I send my Dues Withholding authorization?

A: Your authorization may be sent to your chapter or directly to National Headquarters. National Headquarters requires your authorization at least 60 days prior to your expiration date to allow adequate time for processing.

You will need your ...

- Civil Service Annuity (CSA or CSF) number;
- Social Security number;
- Date of birth, and
- NARFE membership number, if you are already a member.

Once the application process is completed, you will receive a special membership card distinguishing you as a Dues Withholding member.

If you require more information, contact NARFE National Headquarters at 800-456-8410, or by mail:



NARFE

Member Records

606 North Washington Street
Alexandria, Virginia 22314-1914

www.narfe.org

F-86 (10/10)



**National Active and Retired
Federal Employees Association**

Dues Withholding Program

Save time and money





Dues Withholding Program

In the Dues Withholding Program, 1/12 of your dues is automatically deducted from your monthly annuity, and you save \$6 annually on national dues.

Commonly Asked Questions:

Q: What is Dues Withholding?

A: It is a payment method that gives NARFE members (retirees) the option of having their annual dues automatically deducted from their annuities on a monthly basis.

Q: Can both my national and chapter dues be deducted from my annuity?

A: Yes. Signing the Dues Withholding form (DW-2) authorizes the withholding of national and chapter dues from your monthly annuity. National-only members are also eligible.

Q: Can I have membership dues deducted for myself and my spouse?

A: Yes! The DW-2 features a question block in which you may authorize that additional withholding by checking "yes."

Q: In the event of my death, what will happen to the voluntary allotment?

A: In this case, National Headquarters should be notified in writing by a family member. A surviving spouse who will receive a civil service annuity must submit a new DW-2 to continue the withholding from his or her own annuity payments.

Q: What determines the amount of my monthly deduction?

A: Your monthly deduction is determined using the following formula:
$$\frac{\text{National Dues} \div 12}{+ \text{Chapter Dues} \div 12}$$

Total Monthly Deduction

Q: Why are the payments divided into 12 monthly deductions instead of a single payment?

A: The Office of Personnel Management (OPM) will not withhold a one-time annual dues payment. Dividing the annual membership fee into 12 monthly installments eases the cost of making a single payment.

Q: Who is eligible for NARFE's Dues Withholding Program?

A: Retirees, spouses of retirees and annuitant survivors are eligible for dues withholding. Life Members, active federal employees and Honorary Members do not qualify.

Q: What if I change my mind? Am I obligated to remain in the program?

A: Dues Withholding is voluntary. You may discontinue the Dues Withholding allotment at any time. Simply notify National Headquarters in writing of your intention to cancel.

Dues Withholding Application for Retirees

*Be sure to fill out both sides of this form and mail to: Attn: Member Records, NARFE,
606 North Washington Street, Alexandria, VA 22314*

(Please Print)
Social Security Number
(9-digit number)

C S
Civil Service Annuity Number
(Include prefix: CSA or CSF)
(Include any applicable suffix)

Address: _____
Last, First, Middle Initial

Telephone Number: _____

City, State, Zip: _____

E-mail: _____

Date of Birth: _____

NARFE Membership Number _____

NARFE Chapter Number: _____

