
**Instructions for
Retaining NALC Membership**

1. Fill out the enclosed Form 1189. Your dues will be paid automatically through deductions from your retirement annuity check, pursuant to the NALC Constitution, Article 2, Section 1(e).
 2. **Please Note: If you are enrolled in the NALC Health Benefit Plan and you do not retain NALC membership you will be billed \$36.00 per year as an associate member.**
 3. Make sure to fill in your Civil Service Annuity (CSA) Number, which is assigned by OPM, and sign the form under "Signature of Annuitant." If you have not yet been assigned a CSA number, please attach a note stating such.
 4. Forward *all* copies of the form to your local NALC branch. A branch officer will complete the branch's portion of the form, forward the original to NALC headquarters and return the member's copy to you.
 5. **Note: If you are unsure of to whom in the branch to send your 1189, call the Membership Department at (202)393-4695. Deductions from your annuity check will be made monthly after your retirement is finalized. The initial deduction for dues will include all back dues since retirement. The subsequent annuity checks will revert to regular monthly dues. Note: If you did not have a CSA number when you completed the 1189, you should contact the Membership Department as soon as your CSA# is assigned as dues cannot start until that time.**
 6. If you have retired through OWCP, the Office of Workers' Compensation Programs, you are not eligible for annuity dues deductions through OPM. You must contact your NALC branch and pay dues directly to the local union.
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