



5570 Executive Parkway, SE ✧ Grand Rapids, MI 49512
 www.teagr.org ✧ 616.698.1167

Membership Application

The undersigned seeks to join with other forward looking West Michigan employers in The Employers' Association's cooperative efforts to upgrade the knowledge and skill of their staff in managing human resources. Toward this end, we apply for membership in The Employers' Association with the understanding that:

- 1) Acceptance of this membership application is subject to approval of the Association's Board of Directors;
- 2) The undersigned will pay member dues and maintain membership for at least one full year. (New member annual dues will be invoiced upon receipt of application.)

After one year, membership may be terminated at any time by either party by providing written notification in letter or electronic form. Termination will be effective at the end of the quarter in which the notice of termination is received.

Company Name

Mailing Address

City, State, Zip

Street Address

Phone

Fax

Web site

Total Employees

Primary Services/Products

Industry: (Check one)

- | | | | | |
|---------------------------------------|---|--|--|------------------------------------|
| <input type="checkbox"/> Architect | <input type="checkbox"/> Food Processor | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Staffing |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Government | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Recreation | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Packaging | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Other |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Insurance | <input type="checkbox"/> Printing | <input type="checkbox"/> Retail Sales | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> Legal | <input type="checkbox"/> Publishing | <input type="checkbox"/> Sales/Service | <input type="checkbox"/> _____ |

Payroll Information – Payroll data is the basis for calculating Association member dues. (Visit www.teagr.org > Join Now > to see "How To Calculate Your Dues") FICA information will be requested one time per year and will determine dues for the following 12 months. Please refer to your payroll administrator for the following:

Total annual social security wages from your previous year W-3 Tax Form

\$

(Item #3)

Total annual gross payroll from your previous year W-3 Tax Form (Item #1)

\$

***Primary Contact / Company Administrator for TEA Account**

Title

Email

Phone

How did you hear about TEA?

- Member with a previous company Referral Website Other (please explain):

* The Primary Contact / Company Administrator is the manager of your online company account at www.teagr.org and has access to make contact edits, view history of paid invoices, or pay open invoices/membership dues with a credit card.

TEA provides employers with practical Human Resource Solutions promoting operational excellence and organizational sustainability.

To ensure that Association mailing lists, survey questionnaires and reports, special reports, general mailings, and emails are directed to the appropriate manager, please complete the following information.

	Name	Phone	Email address
Chief Executive - CEO/President			
Human Resource Executive			
Training Administrator			
Receives survey questionnaires			
Receives survey results			
Receives Executive Update (newsletter)			
Interested in:			
Safety Round Table			
Human Resources Round Table			
Inclusion & Diversity Round Table			
Receives meeting notices for:			
Human Resource Group (HRG) meetings (SHRM Chapter)*			

* Human Resources Group (HRG) is a local chapter of SHRM (Society for Human Resource Management). Joining TEA waves individual HRG annual membership dues for TEA member employees completing an HRG application. Contact our office for more information about HRG.

Confidentiality Agreement

The Employers' Association provides member organizations with information and publications that are confidential and to be used only as internal information. As a member, you agree to hold such information in the strictest confidence and not disclose this information to any third party person, firm or corporation, either orally or in writing, or to use such information for personal gain or recognition through advisory or consulting activities.

You are permitted to provide TEA information and data to third parties you may hire for services relating to the operation of your business. You must notify TEA of such a relationship prior to your furnishing the information to a non-employee. You must notify the third party that TEA confidential information shall be used only for services provided by the third party to you, and the third party shall not disclose such information to any other person, business, or corporation.

As a member, you and your organization agree to refrain from copying or transmitting this information in any way.

Violations of this agreement may result in the revocation of membership privileges and legal action.

As a representative authorized to act on behalf of my organization, I hereby certify that I have read this agreement and will comply with the non-disclosure requirements as stated above. I also certify that I will keep all information under the appropriate security safeguards within my organization to prevent any unauthorized disclosure to others.

Authorized Signature	Title
Print Name	Date

Human resource manuals, employee handbooks, union contracts, job descriptions, employee benefit booklets, summary plan descriptions, etc., are maintained in our library for the membership. Your cooperation in sending current copies of these or other related materials is appreciated.

Please email completed application to tea@teagr.org.



How to Calculate Your TEA Dues

1. Take your total FICA-taxable wage amount (found on your W3 form - #3) from the previous year's tax return
2. Divide by 10,000 (round to nearest 10,000)
3. Add 30
4. Multiple by 4 = **Annual dues**

The **MAXIMUM** annual dues an organization will invest.\$3,000*

The **MINIMUM** annual dues an organization will invest\$ 500

The maximum annual dues for a **non-profit organization is.....\$2,000*

Business Expense

Dues paid to The Employers' Association are not deductible as a charitable contribution for federal income tax purposes. Dues are considered an ordinary and necessary business expense or deducted under other provisions of the IRS Code as recommended by your accountant.

Cancellation Requirement

Membership is automatically renewed annually for all members in good standing. To cancel membership, TEA must receive **written notification**. Any unpaid charges must be paid prior to a membership cancellation. Cancellations received will take effect at the end of the quarter in which the notice was received. The member is responsible for payment of all membership dues/service invoices issued to that point.

Membership in The Employers' Association is held by the organization as a benefit for all employees.

Membership is not held by an individual.