

Membership Application

The undersigned seeks to join with other forward looking 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.

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"/> Construction
<input type="checkbox"/> Consultant
<input type="checkbox"/> Financial | <input type="checkbox"/> Food Processor
<input type="checkbox"/> Government
<input type="checkbox"/> Healthcare
<input type="checkbox"/> Insurance
<input type="checkbox"/> Legal | <input type="checkbox"/> Manufacturing
<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Packaging
<input type="checkbox"/> Printing
<input type="checkbox"/> Publishing | <input type="checkbox"/> Real Estate
<input type="checkbox"/> Recreation
<input type="checkbox"/> Restaurant
<input type="checkbox"/> Retail Sales
<input type="checkbox"/> Sales/Service | <input type="checkbox"/> Staffing
<input type="checkbox"/> Warehouse
<input type="checkbox"/> Other
<div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div> |
|--|---|---|---|--|

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 Name**

Title

Email

Phone

How did you hear about TEA?

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

** See TEA's Role Definitions on page 4.*

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 staff members, please complete the following information. *See page 4 for TEA Role Definitions.*

	Name	Title	Phone	Email address
Company Administrator				
Receives Membership Dues <i>(only if different from Company Admin.)</i>				
Chief Executive - CEO/President				
Human Resources Executive				
Training Administrator				
Receives survey questionnaires				
Receives survey results				
Receives Executive Update (Newsletter)				
Interested in Round Tables:				
CEO				
Diversity, Equity & Inclusion				
Human Resources				
Learning & Development				
Safety				
Young Professionals				
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 <i>(by checking this box you are giving your signature authorization)</i>	<input type="checkbox"/>	Title
Print Name		Date

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. 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.



TEA Role Definitions

Primary Contact = the person who is TEA's primary contact and receives key communication regarding your organization's membership. This person will also be given the **Company Administrator** role which is the manager of your online company account on our website, www.teagr.org. This person has access to make contact edits, view history of paid invoices, or pay open invoices/membership dues with a credit card. They will be the person to receive the organization's Dues notices/reminders.

*If the listed Primary Contact should not be the one to receive the organization's dues/reminders, please indicate who should receive them in the **'Receives Membership Dues'** text field.*

Chief Executive – CEO/President = Leader of the organization and the person to receive any TEA Communication we send to member CEOs.

Human Resources Executive = The most senior Human Resources professional in the organization. Often the same as the Primary Contact (and Company Administrator).

Training Administrator = The person(s) to receive our training promotions.

Receives survey questionnaires = The person to receive any TEA Survey Questionnaires.

Receives survey results = The person to receive any TEA Survey Reports, and who has access to download those reports under the 'My Surveys' section of our website.

Receives Executive Update (TEA Newsletter) = The person(s) to receive our monthly Newsletter that provides important updates, helpful articles, and reminders.