



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

## Membership Update Form

The Employers' Association is pleased to include your company as a member. The Association staff wants to do all within reason to provide the management services you need to guide your important decisions in employee-employer relations. To deliver these services, we need current information about you, your services and/or products and your employees. We appreciate your assistance in completing this form promptly and returning it to the Association's office.

Company Name	
Mailing Address	
City, State, Zip	
Street Address	
Phone	Fax
Web site	Total Employees
Primary Services/Products	

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

*\* The Primary Contact / Company Administrator is the manager of your online company account at [www.teagr.org](http://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.*

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	Title	Email address
Chief Executive - CEO/President				
Human Resource Executive				
Training Administrator				
Receives survey questionnaires				
Receives survey results				
Receives Executive Update (newsletter)				
<b>Interested in:</b>				
Safety Round Table				
Human Resources Round Table				
Inclusion & Diversity Round Table				
<b>Receives meeting notices for:</b>				
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.*

<b>Authorized Signature</b>	<input style="width: 100%; height: 100%;" type="text"/>	<b>Title</b>
<b>Print Name</b>		<b>Date</b>

**(Please email completed form to [tea@teagr.org](mailto:tea@teagr.org).)**