

TRANSMITTAL INSTRUCTIONS

Here are some hints for what is otherwise a self-explanatory form. You can always e-mail me at jan.wanoreck@tx.usda.gov with any questions.

Name: Please list all employees, whether members or not.

Address: Please put the preferred address (home or office) for the employee. If using county office address, just put "county office". Don't bother to write the county office address for each member.

e-mail: Please complete this entry. We would prefer a home e-mail address. We are going to use this as a method of keeping county office employees up to date on issues.

Sick Leave: If you are preparing this before 6/30/09, just estimate what it will be on 6/30/09.

(Circle One): You should circle the appropriate selection on EACH of the four sets of options. Hopefully this is easier and quicker than writing them out.

ONLY "LUMP SUM" PAYEES WILL NEED TO CALCULATE DUES. (Method for dues calculation: Annual salary (i.e. \$31,245) as of July 1, 2009, rounded up to nearest \$1000 (i.e. \$32,000). Multiply this (i.e. \$32,000) by .003 (3/10ths of 1%) to get annual dues (i.e. \$96). This would be the amount of dues to send in with this transmittal.

MEMBERS ON DUES CHECKOFF WILL HAVE DUES AUTOMATICALLY WITHHELD AT 3/10ths of One percent! Dues do not have to be calculated and shown on the transmittal form. Also, you WILL NOT have to notify the STO of the amount of dues to be withheld as we have had to do in previous years.

Members already on dues check-off WILL NOT have to resubmit FSA-444. Members wanting to switch from lump-sum or non-members wanting to join will need to send form FSA-444 directly to STO, 2-FPB, FAX #979-680-5189. Indicate on the cover sheet, "effective July 1, 2009".

PLEASE MAIL COMPLETED TRANSMITTAL TO YOUR "TASCOE DIRECTOR".
INCLUDE ANY LUMP-SUM DUES BEING PAID BY CHECK

Remember, mail or FAX any FSA-444's directly to STO.