

LOCAL EXPENSE VOUCHER "H-100"

Form H-100, Local Expense Voucher (size 5½ x 8½) is designed to be used by Local officers and representatives in reporting salary and expense items to the Local finance officer.

It is a padded booklet containing 25 vouchers made up in sets of two with a white original and a blue duplicate.

It may be ordered by Locals at cost plus postage. When ordering, specify the number of pads, Local Expense Voucher H-100, at \$.70 each.



OFFICIAL RECEIPT "H-52"

Form H-52 is in a printed booklet containing 75 sets of 3 x 5 duplicate receipts.

These receipts are designed to be used by all levels of the Union in giving an official receipt of the Communications Workers of America to anyone who might desire a receipt of money paid over to a Local or International representative of the Union.

Locals who collect dues in cash may desire to use this form as one means of giving a cash receipt.

They will be furnished to Locals at cost plus postage.

Order from the International by specifying number of books of H-52 Receipt Pads at \$1.20 each.



**EMPLOYEE PAYROLL RECORD - INSTRUCTIONS
FORM ER-14**

Employee Payroll Record Form ER-14 is used to record employee payroll information for tax reporting purposes.

The Employee Payroll Record Form ER-14, shown as an attachment, can be ordered from the International at cost and is for sale at \$.35 each.



LOCAL OFFICER INFORMATION NOTIFICATION FORM MLO-109

Form MLO-109 is to be used when notifying the International Headquarters and District offices of a change of address for elected Local officers. **Information submitted on this form updates the Local officer mailing list only; it cannot be used for a change on any other Headquarters address list.**

Form MLO-109 must be used rather than forwarding address change information by letter. If distribution instructions are followed as established in each District, mailing lists -- both at Headquarters and in the field -- can be maintained on a current basis. A letter may not reach all persons responsible for maintaining officer mailing lists.

The Headquarters office carries only the following officer titles on the official mailing list: President, Executive Vice President, Vice President (including Group, Area, District, etc.), Secretary-Treasurer, Secretary and Treasurer.

The name and address information furnished on this form is exactly as it will appear on the official Local officers mailing list. Therefore, be certain all data is accurate including the Zip Code. Please print or type all information.

Form MLO-109 comes in sets of four copies with distribution as shown in the lower left corner of the form. The white copy is to be sent to the Headquarters office. This will assist in expediting changes on the official mailing list.

The remaining copies are distributed as follows: District office - yellow copy; Local office - pink copy; appropriate Vice President - goldenrod copy.

If the established procedure in the District or Local calls for additional copies, a duplicate Form MLO-109 should be executed. If there is insufficient space on the form for the number of changes you are submitting, use additional forms.

This form may be completed either by the Local or the District. In either case, follow the procedures established in your District for transmitting Local officer change information.

Instructions for Completing Form MLO-109.

Insert the Date (1) and the Local number (2) in the appropriate spaces.

In the first column indicate the officer title (3) involved and the effective date of change (4). If the change is effective "immediately," insert the same date as given in (1) above.

In the second column ("From") show the current officer's name and address (5), and social security number (6). In the third column ("To") show the change to be made, furnishing the officer's name and address in full including the Zip Code (7), Social Security Number (6) and telephone numbers (8). Do not use abbreviations for street or city names. If the office has become vacant, insert the word "Vacant" in this space (7).

In the event a vacancy occurs in the office of Secretary, Treasurer or Secretary-Treasurer, mail will be automatically sent to the Local President.

If a vacancy occurs in the office of President and no new officer is listed in the "To" column, mail will be automatically sent the Local Secretary or Secretary-Treasurer.

If you wish to have an officer's mail sent to the Local office, please show that address under the "Special Mailing Instructions" (9). **Note: It is not necessary to send in a new Form MLO-109 if the officer changes home address but receives mail at the Local office address.**

If the Local Officer Information Form is being completed as the result of a Local election, be certain the officers listed are in conformity with the CWA Constitution and your Local's Bylaws. Any discrepancy in this area will result in a delay in having your Local's mailing list updated.

Space has been provided for the home and work phone numbers (8) of Local officers. While this information will be on file in the Headquarters office, it will not be made available to outside individuals and will be treated on a confidential basis.

The officer completing the form is to give his title (11) and sign the form (10).

Officer changes cannot be accepted by phone. However, in the event of an emergency, we will remove an officer's name from the mailing list when advised by phone, pending receipt of the properly executed Local Officer Information Form.

Supplies of Form MLO-109 are stocked at the International Headquarters and District offices and may be obtained on request.

LOCAL OFFICER INFORMATION FORM

MLO-109

**NEW STEWARD/MOBILIZER AND STEWARD/MOBILIZER
CHANGE OF INFORMATION NOTIFICATION
FORM MLO-119**

This four-part form should be completed by the Local Secretary or Secretary-Treasurer immediately when:

- 1) There is an appointment or election of a new Steward/Mobilizer;
- 2) A Steward/Mobilizer is to be dropped from the "active" list;
- 3) A change of address is being reported for an active Steward/Mobilizer; or
- 4) A change of status is being reported for an active Steward/Mobilizer.

In the upper portion of the form, insert the date and your Local number in the spaces provided.

For each Steward/Mobilizer, print the name, complete address (including Zip Code) and Social Security number.

When applicable, insert the department in which the employee works and the appropriate processing unit (P.U.) information.

In the columns to the right, the "Add" column is to be used when notifying CWA of a newly appointed or elected Steward/Mobilizer.

The "Status Change/Remove" column should be used when notifying CWA that the status of the Steward/Mobilizer has changed or that the Steward/Mobilizer is no longer acting in either capacity and should be removed.

The "KEY" in the bottom right hand corner identifies the current identification codes used on the H-166. "Y" identifies a Steward, "M" identifies a Mobilizer and "B" identifies a Steward/Mobilizer.

Sign the form on the bottom and include your officer title.

The white copy of Form MLO-119 is to be sent to your CWA Staff Representative, the yellow copy to Headquarters, the pink copy to your District Headquarters and the goldenrod copy is to be retained for your Local's files.

Additional copies of Form MLO-119 may be obtained from the Headquarters and District offices.

**NEW STEWARD/MOBILIZER AND STEWARD/MOBILIZER
CHANGE OF INFORMATION NOTIFICATION FORM**

MLO-119