



**APRIL 2012 – SEPTEMBER 2015 MEMBERSHIP CARDS
SPECIAL HANDLING REQUEST FORM**

Our standard procedure for processing Membership Cards is to print the member's name, Local number, and membership report mailing address on the mailer. A card is not printed for any member of a CSI unit when Standard Procedure is selected. The Local Secretary/Secretary-Treasurer's address of record is the return address printed on the self-mailer. Also, this year the mailer can optionally insert electronically the Local Secretary or Secretary-Treasurer's signature to the card. Please complete and return this form by marking an "X" to indicate your preference and return no later than **March 15, 2012**.

Membership Card Imprinting

- SHIP ALL BLANK CARDS ONLY
- Standard Procedure – print member local, name, and address on mailer. (No CSI Units)
- DO NOT print member's address on the mailer. PRINT NAME AND LOCAL ONLY
- CSI – Print member's local and name only
- CSI – print member's local, name and address on mailer

Bulk Mailing Address

- Standard Procedure - Ship membership cards in bulk to Secretary/Secretary-Treasurer address of record.
- Do NOT ship membership cards in bulk to Secretary/Secretary-Treasurer address of record. Ship cards to the following address instead:

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

- Check here if either of the above addresses are residential.

REMINDER: UPS will not ship bulk mail to a post office box. You must provide a full street address.

If you would like to have an electronic signature of the Local Secretary or Secretary-Treasurer, please sign below, in dark ink at the →

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Return completed form to: Grace Comer, Membership & Finance Department
Communications Workers of America
501 Third Street, NW, Washington, DC 20001-2797 or
Email: duesmail@cwa-union.org

Authorized by: (Must be authorized by Local President, Secretary or Secretary-Treasurer)