

TO: APPLICANTS FOR SEA MEMBERSHIP:

RE: HOW TO ARRANGE DIRECT DEPOSIT FOR YOUR BI-WEEKLY DUES PAYMENT

If you'd like to pay your dues bi-weekly, SEA will not accept a check, due to a variety of issues. Nor does SEA currently retain the option of having bi-weekly amounts deducted directly from your state paycheck. We are still working with management to see if we can return to that arrangement at a later date.

However, there are other, one-time ways to make a direct deposit of your bi-weekly dues payment.

First, you may be able to use a third-party payment service, such as Bill Pay. If you already use such a service, you will understand how to assign a payment. SEA is still working on a list of approved services, so ask us beforehand to make sure that SEA will accept your preferred payment service. SEA will provide updated information to members as it becomes available.

Second, you should be able to arrange to have your own financial institution make an automatic transfer to SEA from your checking account. For some members this will be the simplest way to arrange payment. Proceed as follows:

1. Ask the financial institution where you keep your checking account for a direct deposit transfer form. Or log into your online account and look for the form there.
2. The form will ask you to list the amount you wish transferred and the frequency. For the current enrollment period that's \$8.50 bi-weekly.
3. The form will ask you when you wish to start the recurring payment. This should be the earliest date available after you signed and dated your application for membership.
4. The form will ask you to list a payee, a routing / transit number and the payee's account number. That information is:

Payee: State Engineering Association
Receiving institution: Summit Credit Union
Routing/transit number: 275979034
Account number: 1783320094

