



MEMBERSHIP FEES – INFORMATION SHEET

Introduction

Members of the National Union of Workers pay their fees through several means.

Most of our members pay their fees either by having a regular deduction taken from their regular pay or by direct debit from their nominated bank account. If your fees are deducted from your pay you will have authorized your employer to do this and to forward your fees to us.

If you pay your fees by cheque or cash or are a Community Member, please contact the Union to discuss your specific rights and responsibilities or any questions you might have.

When do I start paying my fees?

When you joined the Union you will have signed an application form.

This form is processed by our office and your fees commence not long after that date.

If you are paying by direct debit you may have nominated a date for us to commence deductions – in which case this will be the date you start paying fees.

How are fees calculated?

Membership fees are reviewed before 30 June each year.

If you pay by direct debit we will write to you letting you know about any increase before it occurs.

If you pay fees by deduction from your wages we will write to your workplace delegate and employer informing them of any changes.

We also publish any fee increase in our regular email newsletters to members.

How often do I pay my fees?

Most members pay their fees weekly or fortnightly.

If you pay your fees by deduction from your wages they are paid at the time your employer pays you and are forwarded to our office for processing. Most employers send the fees to us once a month.

If you are paying your fees by direct debit you are able to tell us whether the deduction should be weekly, fortnightly to monthly as well as the day of the week you want the deduction to occur.

If you are paying fees by credit card then the deduction is monthly.

If you pay your fees on line, please contact the National Campaign Centre for more information.

What if I can't pay my fees because I am not working? (e.g. you are a casual and no work is available)

If you pay by direct debit and are not working you can contact the National Campaign Centre and ask that your fees be suspended for a period of up to six weeks at a time.

If you pay fees by deduction from your wages then fees are only deducted for the times you are working and are getting paid.

How are my fee payments recorded?

The Union's staff receive and allocate your fee payments to your individual membership records. This information is handled in accordance with our privacy policy. You can obtain a copy of our privacy policy from our website – www.nuw.org.au/publicnotices

Can I obtain a statement of fees I have paid?

Yes, just contact the National Campaign Centre.

Members who pay fees by direct debit are sent an annual statement of fees paid to assist them with completing their tax returns. This normally occurs in July each year.

I am retiring from work – what should I do?

Members are encouraged to retain their membership as a retired member. Please contact the National Campaign Centre for more information.

I am leaving my employer – what should I do?

It is your responsibility to inform us that our employment status has changed. We are entitled to deduct fees from your bank account until we are informed that your circumstances are changed.

If your fees are paid by deduction from your wages, normally your employer will inform us that you are no longer working. However it still remains your responsibility to tell us about your change in circumstances.

Members remain liable for any fees that are unpaid until we are informed that you wish to resign. If we have received fees that we were not entitled they can on request be reviewed for a refund. If you wish to claim a refund contact the National Campaign Centre.

I wish to resign from the Union – what should I do?

To resign from the union you need to tell us in writing. This can be done by sending us a letter or by emailing us at info@nuw.org.au.

Normally you need to provide two weeks' notice of your resignation.

What happens if I don't let you know that I no longer wish to pay fees due to a change in my circumstances?

As mentioned above you are still responsible for telling us that your circumstances have changed. From time to time we may write to you or call you if we believe your circumstances may have changed. Based on the information you provide to us we may periodically purge your membership.

I pay by direct debit – can I get a copy of the direct debit agreement I have with you?

When you join the union we will send you a copy of the agreement.



You can also download a copy of the Direct Debit Service Agreement (DDSA) form our website.

More Information?

If you require any additional information do not hesitate to contact the Union's National Campaign Centre on 1300 275 689.