

## General Cancellation Instructions

There are two types of Cancellation Forms:

Form for canceling Payroll Deduction members.

Form for canceling Cash paying members.

Please note: Do not use the Cancellation Form for Changing a Member's pay method. Please use the Demographic Change Form instead.

*Remember: Credit Card paying members do not rollover to the new year. There is no need to cancel them.*

The **Payroll Cancellation Form** is used in the following situations:

To cancel a payroll member that has (RDR) Retired, Deceased or Resigned.

To cancel a payroll member who does not plan to join NCAE for the new membership year.

To cancel a payroll member during the membership year prior to December 15th. (The payroll officer failed to take full dues.)

To cancel a payroll member during the membership year after December 15th (The payroll officer failed to take full dues) provided that person meets NCAE Board Policy for canceling. (see section on NCAE Board Policy.)

The **Cash Cancellation Form** is used in the following situations:

To cancel a cash member that has (RDR) Retired, Deceased or Resigned.

To cancel a cash member who does not plan to join NCAE for the new membership year.

To cancel a cash member during the membership year prior to December 15th (The member failed to make full payment.)

**Remember:** Cash members rollover from year to year just as payroll members. Be sure to look closely at the cash membership list in order to cancel any cash rollovers who have not joined in your local.

### **DEADLINE for Cancellations:**

It is recommended that Local Affiliates set a cutoff date for accepting cancellations from members.

The NCAE does not accept cancellations from Locals after December 15th unless the person being cancelled meets NCAE Board Policy regarding cancellations.