Guidelines for TEPAC Ambassadors

Thank you for volunteering to become a TEPAC Ambassador! Your commitment to raising funds for NTEU’s political activities helps bring a greater awareness to the critical issues that impact federal employees. Our members are more likely to donate to TEPAC because of your relationship with them, making your role key.

THIS GUIDE WILL HELP YOU:

- Host successful TEPAC chapter events.
- Speak effectively about TEPAC and how to ask for solicitations.
- Learn the rules and regulations that NTEU must follow to comply with election laws.

This guide contains political information. Under the Hatch Act, federal employees should not participate in partisan political activities while on duty or in a federal building. Please do not distribute or read while in a government building, on government work time or from a government computer.
About TEPAC and Why We Solicit ......................................................... 3
  We are under attack ........................................................................ 3
  Being a TEPAC contributor is easy .................................................. 3
  Four ways to support TEPAC ........................................................... 3
  Club Levels ..................................................................................... 3

Guide to Fundraising ................................................................. 4
  Hold an off-site event ....................................................................... 4
  Make a one-on-one ask .................................................................... 5
  Send a follow-up after a national appeal ......................................... 5

Important Rules You Should Follow ............................................. 6
  Forms ............................................................................................... 6
  Payments ......................................................................................... 6
  General ............................................................................................ 7
  Gifts ................................................................................................. 7
  Raffles .............................................................................................. 7

Frequently-Asked Questions About TEPAC ................................. 8

Materials ......................................................................................... 9
  The Pitch: What to say at an event or in a personal appeal ............... 10
  Sample Email Invitation .................................................................. 11
  Sample Event Flier .......................................................................... 13
  Club Level Flier ................................................................................ 14
  Payroll Form ................................................................................... 15
  Contribution Form ............................................................................ 17
  Sample Tracking Form ..................................................................... 18
  Event Check List ............................................................................... 19
About TEPAC and Why We Solicit

TEPAC is the political arm of NTEU and is extremely important to our legislative program. TEPAC allows NTEU to support members of Congress who work to protect and defend the rights of federal employee and retirees. TEPAC also helps to defeat members of Congress who are not supportive of NTEU’s causes. Your donation to TEPAC will allow NTEU to support candidates who support you.

We are under attack

Federal employees are under fire. Over the past several years, dozens of proposals have been introduced in Congress that cut your pay and awards, roll back workplace rights and representation, threaten your retirement, undermine health care benefits and slash agency funding and resources. A strong TEPAC is crucial to our mission to fight for you.

Those working against federal employees use their PAC contributions to donate money to lawmakers who support these harmful bills. Our opponents spend more than $100 million each election cycle on candidates, organizations, and think tanks that are dedicated to shrinking the government, weakening union rights and replacing your jobs with contractors.

It is imperative that NTEU match the opposition with our own collective efforts.

Being a TEPAC contributor is easy

Being a TEPAC contributor is easy! Members can contribute by just giving at least $2 a pay period or $4 a month. Any contributor who gives a minimum of $10 a pay period or $20 a month is considered a High Donor. High Donors are invited to the prestigious National President’s Special High Donor TEPAC Reception at the annual National Training Conference, as well as other events.

If every NTEU member became a TEPAC donor at the $4 per month level, TEPAC would be a $8 million fund that supports the rights of federal employees.

Four ways to support TEPAC

Collective strength comes from collective giving. Large contributions to TEPAC are always appreciated, but NTEU’s political power comes from as many members as possible giving a little bit every pay period. For access to any of these forms, visit www.nteu.org/TEPAC or contact the national office at (202) 572-5500.

1. **ONLINE**. Check or Credit Card.
2. **PAYROLL DEDUCTION**. Complete the SF-1199a form for new donors and bump ups.
3. **MAIL**. Check or Credit Card.
4. **TEPAC TABLE**. Visit at national conferences and chapter events.

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<thead>
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<th>Club Level</th>
<th>Annual</th>
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<tr>
<td>Benefactor*</td>
<td>$500+</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

*High Donor
Guide to Fundraising

Successful fundraising happens through consistent communication and follow-up. Like you, other NTEU members are busy. Educate your colleagues about why it is important that they give—frequently. Here are three effective and easy ways to fund raise:

1. **Hold off-site events that include TEPAC.**

2. **Make off-site one-on-one personal appeals in person or via phone.**

3. **Send a follow up email after a national appeal.**

**Hold an off-site event**

One of the most effective ways to talk about TEPAC is through off-site chapter events. It is recommended that chapters consider a TEPAC component at any union training event, annual picnic or holiday party. Ideally, try hosting two off-site events annually.

**Here are some tips to help you put together an off-site event for TEPAC:**

- ✔ Make sure that home email addresses and phone numbers in your database are up to date.
- ✔ Pick a date and off-site location that is convenient to members to boost turnout.
- ✔ Contact the National Office for a current chapter donor list, payroll deduction forms, credit card forms and new donor gift(s) at (202) 572-5527 or by emailing the TEPAC Director at maram.abdelhamid@nteu.org
- ✔ Invite a member of Congress to be a guest of honor. Be sure to coordinate and seek advice from the National Office before extending an invitation to ensure a successful and compliant event.
- ✔ Promote your event:
  - ☐ Email members home email addresses (See Sample Email Invitation)
  - ☐ Call your chapter members’ personal phone numbers during off hours and while off-site.
- ✔ Have your event check list with all the materials you need. (See the Sample Event Check List)
- ✔ Set up a designated TEPAC area—ideally near the entrance—with the new donor gift(s), payroll deduction forms, credit card forms and other materials for contributors.
- ✔ Speak about TEPAC at your event, asking attendees to give. If non-members are at your event, ask a retiree or an NTEU staff member to make the pitch. (See The Pitch section for what to say).
- ✔ After the event, convert all cash into a money order or cashier’s check (not a personal or chapter check) and keep a list of donor names and amounts contributed.
- ✔ Send checks, money order (with an attached contributor record), and all payment forms to:
  TEPAC
  1750 H St., NW
  Washington, DC 20006
GUIDELINES FOR TEPAC AMBASSADORS

Make a one-on-one ask
Sometimes mass emails can get lost and not every member will be able to attend your events. Because of your relationship with NTEU chapter members, a face-to-face or phone conversation can often be the most persuasive fundraising technique.

When asking for donations, keep in mind:
✓ Schedule a good time and place to talk off-site. Meeting members where they are most comfortable will make them more receptive to the ask.
✓ Respect members where they are. If a member expresses interest in giving a certain amount, don’t pressure them into giving more. Understand that they are most knowledgeable about their finances and how to allocate them.
✓ Practice your pitch and the story of why you personally give to TEPAC. Being prepared is key, demonstrating that you are invested in the cause and your members. Write and memorize a few key points about why you give to TEPAC. Use the FAQ and The Pitch as a guide.
✓ Be genuine, direct and specific. Show that you are interested in your member.
✓ Be prepared for rejection. Not everyone can or will say yes—and that is fine. The key is the member is informed about TEPAC and you have made an initial ask.
✓ Say thank you more than once. Remember to thank your member for his or her time at the meeting, as well as afterwards by sending a quick thank you note via email (personal email account).

Send a follow-up after a national appeal
The National Office sends fundraising appeals two times a year: one through U.S. mail and the second via email. Often a follow-up email from the chapter president can serve as a local reminder and reinforce the importance of TEPAC.

For the follow-up email:
✓ Confirm an accurate list of members’ home email addresses.
✓ Attach an electronic copy of the national appeal to your email.
✓ Use the Sample Follow-up Email in the sample materials section of this guide.
GUIDELINES FOR TEPAC AMBASSADORS

Important Rules You Should Follow

❌ YOU MAY NEVER SOLICIT FOR TEPAC WHILE ON GOVERNMENT PROPERTY OR GOVERNMENT TIME. All TEPAC events must be held off federal property.

ℹ️ THE HATCH ACT REFORM LAW OF 1993 only allows NTEU members to solicit fellow NTEU members for TEPAC contributions away from federal property. NTEU chapters frequently hold off-site chapter meetings or fundraisers to raise funds for TEPAC.

Forms

✔️ BY LAW, ALL FORMS MUST BE SIGNED and filled out completely. All writing must be legible.

❌ DON’T BREAK THE LAW! Please complete the SF-1199a form (payroll form) off-site and send it to the attention of TEPAC at NTEU’s National Office.

IT IS A VIOLATION OF THE HATCH ACT:

to complete an SF-1199a form on federal property and/or to physically deliver the SF-1199a form to your agency’s personnel office.

Payments

✔️ ALL CHECKS must be made out to TEPAC.

✔️ ALL DONATIONS OVER $200 must be reported by NTEU to the Federal Election Commission.

✔️ DONORS MAY CONTRIBUTE to TEPAC in cash, but the contribution amount may not exceed $100.

✔️ WHEN COLLECTING CASH CONTRIBUTIONS (i.e. raffles or pass the hat fundraisers), record the name of each of the donors and the amounts contributed. All individuals can then receive credit for their donation, keeping NTEU compliant with federal laws.

❌ ANONYMOUS DONATIONS over $50 are prohibited.

❌ A PERSON MAY NOT CONTRIBUTE to TEPAC in the name of another. For example, Jane may not write a check to TEPAC on behalf of Mary.

❌ YOU MAY NOT DEPOSIT CASH that is contributed to TEPAC into your account or into your chapter’s account and then write a check to TEPAC from either account. Chapters may turn cash into a money order and send directly to TEPAC at the NTEU National Office along with all contribution forms.

❌ NTEU MEMBERS MAY ONLY COLLECT contributions for TEPAC from other NTEU members and their family members. Other federal employees who are not NTEU members may give to TEPAC, but NTEU members may not solicit them.

✔️ ALL CONTRIBUTIONS should be sent to the National Office within 10 days of collection.
GUIDELINES FOR TEPAC AMBASSADORS

General

- **CONTRIBUTIONS TO TEPAC** are not tax-deductible.
- **ALL MEMBERS** have the right to refuse to contribute without any reprisal.

THE FOLLOWING STATEMENT MUST ALWAYS BE AT THE BOTTOM OF ALL SOLICITATION MATERIALS INCLUDING EMAILS:

All members have the right to refuse to contribute without any reprisal. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed $200 in a calendar year.

Gifts

- **BY LAW, THE AMOUNT OF THE DONATIONS COLLECTED** for an incentive item must be at least three times the value/cost of that item. For example, if a t-shirt costs TEPAC $5 then a single person must donate $15 or three times value/cost of the t-shirt.

Raffles

- **IN THE CASE OF RAFFLES**, the amount collected does not necessarily need to come from one person, but the total amount collected must be at least three times the value/cost of the item being raffled. For example, if raffling a $100 gift card, the combined donations collected must be at least $300.
Frequently-Asked Questions About TEPAC

Q I don't believe in PACs. Why should I donate?
   A Whatever your stance on PACs and campaign finance, there is simply too much at stake for NTEU to not use the same tools our opposition is successfully implementing. The more engaged and supportive officials are in Congress, the better for our priorities. Those against federal employees are donating money to the campaigns of candidates who advance bills and proposals that are harmful to frontline federal employees.

Q How do you determine who gets a TEPAC contribution?
   A NTEU carefully considers how each TEPAC dollar is spent. Support of federal employee issues is NTEU's sole criterion for deciding which candidates of both parties to support.

   If the candidate is an incumbent, the decision is based on:
   • Candidate’s voting record on NTEU issues.
   • Letters signed, or statements made in Congress, in the media, and on the election trail or while in office.
   • Relevant leadership or committee assignment.
   • Relationship between candidate and local NTEU chapters.
   • NTEU member recommendations.

   If the candidate is a challenger with no prior congressional experience, the decision is based on:
   • What the candidate says in the media, on the election trail, or in office.
   • A personal interview with the candidate.
   • A questionnaire that tests the candidate’s viability and their stance on our issues.
   • The attempts the candidate has made to establish a relationship with local NTEU chapters.
   • If applicable, the candidate’s voting record from state or local office.
   • NTEU member recommendations.

Q How can I contribute?
   A There are four ways to support TEPAC:

   1 ONLINE. Check or Credit Card.
   2 PAYROLL DEDUCTION. Complete the SF-1199a form for new donors and bump ups.
   3 MAIL. Check or Credit Card.
   4 TEPAC TABLE. Visit at national conferences and chapter events.
Materials

☐ The Pitch: What to say at an event or in a personal appeal

☐ Sample Email Invitation

☐ Sample Follow-Up Email: Following-up national appeal with a personal message.

☐ Sample Flier

☐ Club Level

☐ Payroll Form (SF-1199a)

☐ Contribution Form – Cash/Credit/Check

☐ Sample Tracking Form

☐ Event Check List
GUIDELINES FOR TEPAC AMBASSADORS

The Pitch: What to say at an event or in a personal appeal

Hi, my name is [YOUR NAME]. I am your [CHAPTER TITLE].

Your NTEU membership gives you the unique opportunity to join our exclusive Political Action Committee, support federal employee issues and receive a free, fun gift.

One key in NTEU’s fight for our pay, workplace rights, retirement and federal employee issues is through TEPAC: the union’s members-only political action committee.

TEPAC allows NTEU to support candidates from both parties who support federal employees. It is funded only by voluntary contributions from NTEU members, never through your union dues.

Those who oppose us are well-funded. In fact, in the last election cycle our opponents spent more than $100 million on candidates, campaigns, organizations and think tanks dedicated to shrinking government, weakening union rights and replacing our jobs with contractors.

2020 is just around the corner and NTEU must be ready. As members, we need to continue to support candidates who will support us in Congress and the White House, so that our issues receive the attention and support they deserve. (Depending on who the member is or what issues the chapter most cares about cite specific items such as pay, retirement, union rights, or agency resources.)

You can make a big difference in making our union strong by giving at least $2 a pay period or $4 a month.

So, I am asking you today to consider contributing to TEPAC. And by signing up or bumping up your monthly contribution today you’ll receive a gift.

There are two easy ways to contribute to TEPAC:

Sign up to contribute through payroll deduction [hold up form]

Contribute by:
  Cash,
  Check or
  Credit Cards. [hold up form]

Thank you for your contribution and support. For any additional questions, ask me at the table. [point to where TEPAC materials are]
Sample Email Invitation

Dear [FIRST NAME],

On behalf of NTEU and [CHAPTER NAME AND NUMBER], I want to invite you and your family to our members only [NAME OF THE EVENT] on [DATE] at [TIME]. The [NAME OF THE EVENT] will take place at [ADDRESS AND LOCATION].

This is a chance to learn more about what NTEU has to offer while having fun with fellow chapter members.

As you arrive or during [NAME OF EVENT] make sure you visit our TEPAC table. Learn more about how your NTEU membership gives you the opportunity to join our exclusive political action committee that helps build support for your legislative priorities [cite items based on the audience such as pay, retirement, workplace rights and protections, agency funding]. Commemorative gifts will be available for those who sign up.

We hope to see you at [NAME OF THE EVENT] on [INSERT DATE]. Thank you for your support and I look forward to seeing you soon.

Sincerely,

[YOUR NAME]

[YOUR CHAPTER TITLE]

*All members have the right to refuse to contribute without any reprisal. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed $200 in a calendar year.*
Sample Follow-Up Email
Follow-up to a national appeal from the Chapter President

Dear [FIRST NAME],

Last week you received a special message in [your inbox OR the mail] from our National President, Tony Reardon, asking you to contribute to TEPAC, NTEU’s members only political action committee. I am writing you today to echo that call of action.

As a chapter, we must fight to elect pro-federal employee candidates who will protect our pay, pension, work place rights and ultimately our families.

Those who oppose us are well funded, and once elected, spend valuable time trying to shrink our pay, take away our benefits and roll back our workplace rights. We must work together to stop them.

And now, I am joining our National President in making sure that you and every member of our chapter understands the importance of donating to TEPAC. You can make a big difference by giving just $2 a pay period (or $4 a month). Personally, I made the commitment to TEPAC and I am proud to be a contributor.

Please give, either online via your membership page or complete and mail your TEPAC form that you received in the mail.

If you have any questions, please feel free to contact NTEU’s National Office at (202) 572-5500.

Thank you for being an NTEU member.

Sincerely,

[YOUR NAME]
Chapter President

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GUIDELINES FOR TEPAC AMBASSADORS

Sample Event Flier

Join the NTEU Family for Fun and Food

NTEU Chapter [Number] is hosting a

[Name of event]

[Location]

[Date/Time]

Don’t forget to stop at the TEPAC table to learn how TEPAC can:
- Protect Your Pay, Pension and Work Place Rights
- Give your Chapter the Opportunity to Create Personal Relationships with Pro-Federal Employee Elected Officials

Limited Edition NTEU Gear Provided to New TEPAC Members!

TO RSVP CONTACT:

Please do not distribute page while in a government building, on government work time or from a government computer.
TEPAC CLUB LEVELS

As a contributor to TEPAC, you know the greatest reward is helping to make a difference in the lives of other federal employees. TEPAC contributions allow NTEU members to join to create a strong voice that’s heard on Capitol Hill. It is an integral part of NTEU’s legislative successes, and your dedication and commitment are very much appreciated.

Being a TEPAC contributor is easy

Being a TEPAC contributor is easy! Members can contribute by just giving at least $2 a pay period or $4 a month. Any member who gives a minimum of $10 a pay period or $20 a month is considered a High Donor. High Donors are invited to the prestigious National President’s TEPAC Reception at the annual National Training Conferences and events.

If every NTEU member became a TEPAC donor at the $4 per month level, TEPAC would be a $8 million fund that supports the rights of federal employees.

Four ways to support TEPAC

Collective strength comes from collective giving. Large contributions to TEPAC are always appreciated, but NTEU’s political power comes from as many members as possible giving a little bit every pay period. For access to any of these forms, visit www.nteu.org/TEPAC or contact the national office at (202) 572-5500.

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2. **PAYROLL DEDUCTION.** Complete the SF-1199a form for new donors and bump ups.
3. **MAIL.** Check or Credit Card.
4. **TEPAC TABLE.** Visit at national conferences and chapter events.

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<th>Minimum Contribution</th>
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<td>$240 - $499</td>
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<tr>
<td>Benefactor*</td>
<td>$500+</td>
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</table>

*High Donor

All members have the right to refuse to contribute without any reprisal.

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed $200 in a calendar year.
Employee Information for TEPAC Payroll Deductions

The attached authorization is voluntarily made on the specific understanding that signing the authorization and the making of payments to TEPAC are not conditions of membership in the National Treasury Employees Union (NTEU) or of employment by my employer; is not a part of union dues; that I have the right to refuse to contribute without any reprisal; and that TEPAC will use the money it receives to make political contributions and expenditures in connection with federal elections and addressing the political issues of importance, as permitted by law. I understand that contributions or gifts to TEPAC are not tax deductible for federal income tax purposes. I understand that this authorization shall remain in full force and effect until revoked in writing by me.

SIGNATURE DATE

AGENCY OCCUPATION

SOCIAL SECURITY NUMBER NTEU CHAPTER NUMBER

Instructions for completing your SF 1199A (on the back of this page)

Completing Section 1:
A. Enter your name, address and phone number
C. Enter your Social Security number
G. Enter amount to deduct (see instructions below)
Sign and date under payee/joint payee certification

Completing Section 2:
Enter agency name

If you would like to increase your TEPAC allotment, simply complete the SF 1199 A as if you are signing up for the first time. For example: if you currently give $2 and want to give $4, write $4 in Box G.

For Box G: Agencies differ in regards to what information they require in Box G for processing. Some require a monthly amount while others require a “per pay period” amount. Please locate your agency below to determine which you should list.

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<td>CBP</td>
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<td>FCC</td>
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<td>FCS</td>
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<td>NCUA</td>
<td>IRS</td>
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<td>NPS</td>
<td>PTO</td>
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<td>NRC</td>
<td>USDA (all divisions)</td>
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Contributions to TEPAC are not tax deductible. Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation and name of employer of individuals whose contributions exceed $200 in a calendar year.
GUIDELINES FOR TEPAC AMBASSADORS

To sign up for direct deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.

A separate form must be completed for each type of payment to be sent by Direct Deposit.

SECTION 1 (TO BE COMPLETED BY PAYEE)

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<th>A NAME OF PAYEE (last, first, middle initial)</th>
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<td>Other TEPAC (specify)</td>
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<td>B NAME OF PERSON(S) ENTITLED TO PAYMENT</td>
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<td>TEPAC</td>
<td>G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable)</td>
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<td>C CLAIM OR PAYROLL ID NUMBER Prefix Suffix</td>
<td>TYPE DISC. PAC ALLOTMENT AMOUNT $</td>
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PAYEE/Joint Payee Certification
I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.

SIGNATURE DATE SIGNATURE DATE

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME GOVERNMENT AGENCY ADDRESS

SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION

Bank of America

C/o NTEU/TEPAC

1750 H Street, NW

Washington, DC 20006

ROUTING NUMBER CHECK DIGIT

05400120 4

DEPOSITOR ACCOUNT TITLE

Treasury Employees PAC

FINANCIAL INSTITUTION CERTIFICATION

I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.

PRINT OR TYPE REPRESENTATIVE'S NAME SIGNATURE OF REPRESENTATIVE TELEPHONE NUMBER DATE

Charles Harris Charles Harris 202/624-3761 2-2-95

Financial institutions should refer to the GREEN BOOK for further instructions.

THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.
TEPAC Contribution Form

**TEPAC CLUB LEVEL**

*High Donor

Contributions or gifts are not tax deductible. I have the right to refuse to contribute without any reprisal. The guideline amounts are merely suggestions, and I am free to contribute more or less than they suggest, and NTEU will not favor or disadvantage me by reason of the amount of my contribution or my decision not to contribute.

- **CHAMPION** $48-239 annually
- **PRESIDENT’S CIRCLE** $240-499 annually
- **BENEFACTOR** $500+ annually
- **OTHER AMOUNT**

---

**PERSONAL INFORMATION**

- **First Name** ✓
- **Middle Initial**
- **Last Name** ✓
- **Address 1** ✓
- **Address 2**
- **City** ✓
- **State** ✓
- **Zip** ✓
- **Home Phone** ✓
- **Mobile Phone** ✓
- **Home Email Address** ✓

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**EMPLOYER INFORMATION**

- **Employer/Agency** ✓
- **Title/Occupation** ✓
- **NTEU Chapter #**

Federal law requires us to use our best efforts to collect and report the name, mailing address, occupation, and name of employer of individuals whose contributions exceed $200 in a calendar year.

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**FORM OF PAYMENT**

- **Cash**
- **Credit Card:** ✓ Visa ✓ Mastercard ✓ American Express ✓ Discover

- **Check**

  - **Credit Card Number**
  - **Exp. Date**
  - **CVV**

  Complete this section if your billing name and address are different from above.

  - **Name (as it appears on credit card)**
  - **Phone**
  - **Billing Address**
  - **City**
  - **State**
  - **Zip**

---

**AUTHORIZATION FOR ALL CONTRIBUTIONS** (including cash and checks)

- **I authorize NTEU/TEPAC to charge my credit card for the contribution/gift amount indicated above.** ✓

  By signing, I confirm that the following statements are true and accurate:
  - I am not a foreign national who lacks permanent residence in the United States.
  - This contribution is made from my own funds, and not those of another.
  - This contribution is not made from the funds of a corporation or NTEU Chapter funds.
  - I am at least eighteen years old.

  - **Signature** ✓
  - **Date** ✓
### TEPAC Contribution Tracking Sheet

**Name of Event**

**TEPAC Ambassador/Coordinator**

**Chapter No.** | **Chapter President**
--- | ---

<table>
<thead>
<tr>
<th>Contributor's Name</th>
<th>Monthly Payroll Deduction</th>
<th>One Time Donation</th>
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<tr>
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<td>New</td>
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| Total |                           |                  |

**Grand Total**

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Return to: TEPAC, 1750 H St., NW, Washington, DC 20006
Questions: Contact Maram Abdelhamid, TEPAC Director, at (202) 572-5527 or email at maram.abdelhamid@nteu.org
Event Check List

Donor and Chapter Information
☐ List of current chapter donors
☐ List of chapter leaders who do not give

Forms
☐ Cash/Credit/Check contribution form
☐ Payroll Form
☐ TEPAC Contribution form
☐ TEPAC Contribution Tracking Sheet

Supplies
☐ Pens and Markers
☐ TEPAC gift
☐ Envelopes for cash and check donation
☐ NTEU return envelope
☐ TEPAC Guide
☐ Clipboard
☐ Club level flier
☐ TEPAC table Sign
☐ Tape