



How to Fill Out the 1187 Form

The 1187 form is used by federal agencies and federal payroll processors to assign membership to the correct employee and initiate withdrawal of bi-weekly membership dues. Here is an explanation of the various boxes on the form.

Box 1 Full name

Box 2 Social Security Number: Why is this necessary? Agencies' payroll providers need your SSN to ensure they are withholding dues from the right employee, provided the agency hasn't assigned employees an ID number for payroll providers to work with. Additionally, NTEU uses it to match agency records with our internal records to ensure we are matching the agency's "Mark Smith" with the appropriate "Mark Smith" in our records.

Box 3 Leave this blank. The government has not updated the form to eliminate this box.

Box 4 NTEU needs to know where to mail items, like the monthly NTEU Bulletin and ballots to vote in your chapter's elections.

Box 5 Your employing federal agency, e.g., Internal Revenue Service, Customs and Border Protection or Health and Human Services. If you are an employee of Health and Human Services (HHS), please also include your operational division, or "Op Div" (e.g., FDA, OS, ACL, SAMHSA, etc.) so that we can correctly process your form.

Name of Labor Organization NTEU has been filled in already but the chapter number is blank. Complete this field so we can get you placed in the correct chapter. If you do not know the chapter number, ask a steward or another NTEU member. If you can't fill it out, leave it blank and we will follow up with you to get you correctly placed.

% for Grade – Don't worry about this. NTEU has a percentage-based dues system. The agency knows the percentage for your grade and step.

Signature of Authorized Official This is pre-signed by Doreen Greenwald, NTEU's National President. You can leave blank the date box next to his signature.

Signature of Employee This is where your digital signature will be added using the secure system. And, here is where you fill in the date.

Permanent or WAE Only seasonal employees should check the WAE box.

Personal Contact Information The form requests a preferred and alternate email address. You can choose to have NTEU material emailed to your work address or personal address. We ask for both because there are times when we want to share information that cannot be sent into the workplace. That is why we ask for your personal cell phone number as well—to contact you outside of government systems, if necessary. In no instance is this information ever shared or sold. It is solely for the union's use.