To: United Nations Staff Union Date:

A: Room L-0300 Reference:

THROUGH:

S/C DE:

FROM: NAME (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDEX No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPT./OFFICE/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAY GRADE/STEP\_\_\_\_\_\_\_\_\_\_\_ ROOM NO. \_\_\_\_\_\_\_\_\_\_\_\_ EXTENSION \_\_\_\_\_\_\_\_

EMAIL (UN or External) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBJECT: **Contribution to the United Nations Staff Union:**

1. I hereby authorize the United Nations Payroll Section to make the following deduction from my salary as my contribution to the United Nations Staff Union:

  A monthly contribution that amounts to one four-hundredth of my net salary as

 recommended by the Staff Council

  A monthly contribution of US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (See back page for table of suggested contribution)

  A lump-sum contribution of US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (One Year of Dues; Requires Check/Money Order Payable to UN Staff Union)

  Retroactive dues of US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If check attached, please indicate check number \_\_\_\_\_\_\_\_\_)

1. I understand that this authorization remains valid until cancelled in writing (request

 discontinuation form from Staff Union)

1. Check box if you wish to □ Modify dues New contribution in US $\_\_\_\_\_

(Do not write below this line)

|  |
| --- |
|  For UN Staff Union and Payroll Use only |
|   NEW MEMBER  MODIFYAmount $\_\_\_\_\_\_\_\_\_\_\_\_ Date Effective \_\_\_\_\_\_\_\_\_\_ Authorization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UN Payroll \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Suggested contribution (in US dollars)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade**  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
| Director  | 20.00 | 25.00 |  |  |  |  |  |  |
| Professional  | 10.00 | 12.00 | 14.00 | 16.00 | 18.00 |  |  |   |
| General Service  | 8.00 | 9.00 | 10.00 | 11.00 | 12.00 | 13.00 | 14.00 |     |
| Language Teacher  | 11.00 |  |  |  |  |  |  |  |
| Public Information  | 8.00 | 9.00 | 10.00 |  |  |  |  |   |
| Security  | 8.00 | 9.00 | 10.00 | 11.00 | 12.00 | 13.00 | 14.00 |     |
| Trade & Crafts  | 8.00 | 9.00 | 10.00 | 11.00 | 12.00 | 13.00 | 14.00 | 15.00 |

\*Minimum Monthly Contribution – $8.00\*

After completing this form, please return it to the United Nations Staff Union office, L-0300

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