



## **PRECEDURE FOR PROCESSING DUES SPLITS**

- **NAIL National Treasurer and Local Units receive remittance reports from personnel/payroll/DFAS**
- **Remittance reports are tracked by National Treasurer and Local Units**
- **Dues splits are calculated on the average per month membership and are dispersed every two months**
- **Locals are paid an established per capita amount per employee per month, typically \$6.00 a month for non-appropriated fund and \$7.00 a month for appropriated fund employees**
- **At the end of each two month period, after remittance reports are received and the total membership is averaged on a per month basis, the dues splits are calculated and the checks are issued**
- **Pay period ending dates coming closest to the end of the month are used to calculate membership for that month.**
- **Appropriated Fund and Non-Appropriated Fund employees may have different pay period ending dates.**
- **Dues splits are calculated when all remittance reports for the two-month period have been received but should ordinarily be dispersed not later than the end of the month following the period covered**
- **Dues splits checks will be electronically deposited into the account of the Local**