



Schedule for Termination of Membership for those moving to BLET-only Membership

When determining the month to make a member that moves to BLET-only membership Inactive, the important thing to remember is that the date the form is verified by the SMART-TD Treasurer with the BLET Treasurer is what drives the earliest month the member can be made Inactive via the eBill.

It is essential that SMART-TD treasurers complete the “For Local Treasurer Use” section at the bottom of the Termination of Membership Form. This is where the verification date is documented. Enter the date you receive the form from the member in the first column, the middle columns are where you document your attempts to contact the BLET treasurer, and the last column is where you document the date you verified the information with the BLET treasurer.

For Local Treasurer Use:

Date Received	Date(s) Other Union Contacted	Date Other Union Membership Confirmed

It has been decided to leave it up to the SMART-TD Treasurer to work with the BLET treasurer to decide to use the termination (Inactive) month that is based on when the form was verified or to use a later month that is based on the payroll deduction schedule.

Use the schedule below when determining the earliest month to make a member Inactive:

Month in Which Verified	Member Owes on eBill For	Earliest Month in which you can Make Member Inactive
January	February	March
February	March	April
March	April	May
April	May	June
May	June	July
June	July	August
July	August	September
August	September	October
September	October	November
October	November	December
November	December	January
December	January	February