**CWA Employer Dues Remission Supplemental Information**

**Payment Options**

* ACH or Wire Transfer (*ACH Preferred*)—Contact [BWatts@iue-cwa.org](mailto:BWatts@iue-cwa.org) for specific banking information.
* Check (include copy of member payment detail w/ check)
  + CWA Dues, PO Box 79176, Baltimore, MD 21279-0176
* Electronic Remittances can be sent to: [CWADues@cwa-union.org](mailto:CWADues@cwa-union.org)

**Electronic Submission of Member Payment Details**

**File formats accepted:** MS Excel, comma-delimited, tab-delimited or text (*Excel preferred*)

**Information Needed:** (Items w/ \* not required, but would be helpful to us)

* Payroll ID #
* SSN\* (Required if payroll ID is not # unique to each employee – have to have some way to know that Mary Smith used to be Mary Jones before she got married/divorced.)
* Last Name
* First Name
* Middle Initial\*
* Hourly Pay Rate\* (actual hourly rate, not calculated based on hours worked)
* Dues Paid
* Street Address Line 1\*
* Street Address Line 2\*
* City\*
* State\*
* Zip\*
* Work Location\* (if applicable)

To submit files via email, send to [CWADues@cwa-union.org](mailto:CWADues@cwa-union.org) . Please include the payroll period and company name in the subject line.

To submit files securely via our FTP site, please contact Mike Hanusin in our IT Department at [mhanusin@cwa-union.org](mailto:mhanusin@cwa-union.org) for setup information and instructions.

**Any follow-up questions regarding payments or file/report submission can be directed to our Finance & Membership Department at 202-434-1366.**