



INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL UNION 1393

3645 S. East Street • Indianapolis, IN 46227-1238
Phone: (317) 791-1362 • Fax: (317) 791-3768 • www.ibewlocal1393.com

Robert C. Fox
Business Manager
Financial Secretary

LOCAL UNION 1393 DUES BILLING PROCESS GUIDELINES

Local 1393 operates completely different from any other IBEW Local in the United States.

1. Dues are a flat rate per month based on the wage rate, *not* a percentage of the gross.
2. Local 1393 bills each company at the end of the month for the following month's dues. For example, a bill sent out during the last week of February will be for March dues.
3. Dues *should not be taken out* unless you have received a bill from Local 1393. If there is an employee working but not on the current month's billing, that employee will show up on the next month's billing.
4. The amounts we ask for *should be the only amount taken out for that employee for that billing month*. Sometimes we have to take out more than 1 month's dues to catch them up.
5. Dues are taken out of the employee's check and then remitted to Local 1393. If dues are taken and an employee ends up not owing for that month, Local 1393 refunds directly to the member.
6. If an employee is no longer working but shows up on the billing sheet, please draw a line through their name and amount to show that no dues were taken out. Then, using the Termination/Issue report supplied with the monthly billing, report them not working, giving the reason and the date of separation.
7. If you have any questions or are unsure about any amount asked for, please contact Terri at (317) 791-1362. She will be happy to explain how we arrived at that figure.
8. **Dues are remitted to the following address:**

**IBEW Local 1393
P.O. Box 1627
Indianapolis, IN 46206-1627**