

Type of membership (please check one): Individual Couple

PERSONAL INFORMATION:

Name: _____ Retirement Date: _____
 Queen's Employee number: _____ Department/Service & Position: _____
 Category: Faculty Staff Spouse
 Name of Partner if joining as couple: _____
 If applicable: Queen's Employee number: _____ Retirement Date: _____
 Category: Faculty Staff Department/Service & Position: _____
 Street Address: _____ Apartment/Unit Number: _____
 City: _____ Prov/State: _____ Postal/Zip Code: _____
 Primary Phone: _____ Email: _____
 Membership year is: **May 1, 2019 to April 30, 2020**
 Yes, I would like to receive correspondence for notices, news, etc. by email.
 No, please send me information by regular mail.

MEMBERSHIP FEES 2019/20 (check one): Individual: \$35 Couple: \$50

PAYMENT OPTIONS: Note: Queen's will no longer accept cheques made out to "RAQ"

- Cheque** – made payable to: "Queen's University". Please submit with this membership form.
- Credit Card** – Please call the office if you wish to use your credit card: 613-533-6986

Automatic Withdrawal (A/W): I authorize Queen's University to automatically deduct from my bank account my annual RAQ membership dues. **Please note the following conditions:**

1. At the time of your retirement, you arranged for Queen's to make other deductions from your bank account. If you did not previously arrange for deductions at that time or if Queen's is not currently taking other deductions from your bank account, you will not be eligible for A/W of your RAQ fees.
New applications for A/W: a voided cheque must be attached to this form and submitted to the RAQ office no later than **June 3, 2019**;
2. Any membership **fee changes will be reflected in the withdrawal amount** (note: there is a fee increase for this year). All automatic withdrawals will be renewed each year on the Queen's June pay/pension processing date;
3. If you wish to discontinue your A/W, you must notify RAQ in writing prior to April 30 of the membership year.

I/We have attached a voided cheque to this form application as required by HR for current account information.
 I/We are already on Automatic Withdrawal: (Please return this form to the RAQ office to ensure your contact information is up-to-date).

Signature (required for A/W only): _____ Date: _____

Mail or email forms to: **Retirees' Association of Queen's, Mackintosh-Corry Hall A412, Kingston, ON K7L 3N6** or email: raq@queensu.ca
 Website: www.queensu.ca/retirees Phone: 613.533.6986