

# WITHDRAWAL CARD REQUEST

## GET A WITHDRAWAL CARD WHEN YOU LEAVE YOUR JOB

IMPORTANT NOTICE: Be sure that you request a withdrawal card when being laid-off, going on leave of absence, lengthy medical leave, terminating your employment or retiring. There is no charge for obtaining a withdrawal card but all initiation fees and back dues must be paid prior to the issuance of the withdrawal card.

It is solely your responsibility to request a withdrawal card, so please take care of it as soon as possible after leaving your place of employment. Failure to request a withdrawal card will cause you to pay a re-initiation fee.

You can obtain a withdrawal card in one of three ways:

- (1) Calling 217.522.7932 and speaking with either Teri or Sue;
- (2) Mailing / Faxing in your withdrawal request to our address listed below; OR
- (3) E-mailing this request to [sues@teamsters916.org](mailto:sues@teamsters916.org) or to [teri@teamsters916.org](mailto:teri@teamsters916.org).

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Teamsters Union Local 916  
3361 Cotter Drive  
Springfield, Illinois 62707

### WITHDRAWAL CARD REQUEST

Name : \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Your Last Day of Work: \_\_\_\_\_

Reason why left place of employment (circle one):

Laid off

Leave of Absence

Lengthy Medical Leave

Discharge

Retirement