



**2025**

# **EZ-DUES GUIDE**

**FOR MFPE STAFF & LOCAL LEADERS**



**Dear MFPE Staff & Local Leaders,**

**EZ-Dues provides us an opportunity  
to **organize** and **engage** members  
to **protect** our union.  
This guide will help us get this done.**

*Amanda Curtis*

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# Why are we switching to EZ-Dues?

Right now, most local affiliates of Montana Federation of Public Employees (MFPE) collect local, state, and national dues via payroll deduction, which is the direct submission of dues to the local or MFPE by the employer (clerk/payroll/HR). This means employers know who union members are and take union dues out of paychecks before employees get paid.

In thirteen states—including Kentucky, Arkansas, and Florida—anti-worker, anti-public service lawmakers have used legislation to prohibit payroll deductions. Their goal is to dismantle our rights to bargain for fair contracts, defend our workplace rights, and protect our professions. State and local unions that got ahead of these attacks by moving members to alternate dues systems walked away from these payroll prohibitions stronger. Unfortunately, some states didn't put in the work ahead of a prohibition of payroll dues deductions and lost more than 30% of members.

**EZ-Dues uses automatic bank transfers tied to our pay days, protecting our membership and strengthening everyone at the bargaining table and at the legislature.** Currently, deducting our dues from our paychecks leaves us vulnerable to interference from our employers and overreaching politicians.

Here is a comparison of EZ Dues Benefits versus our current Payroll Deductions:

## 1. Member Independence and Control

- **EZ-Dues:** Reminds members that dues are a direct investment in our union, and every members' participation is vital. EZ-Dues strengthens union members' power, allowing us to directly authorize dues payments. This autonomy fosters a sense of ownership and commitment to our shared values and priorities.
- **Payroll Deduction:** Depends on employer cooperation and creates a reliance which can be disrupted during disputes or administrative changes and can reduce membership power.

## 2. Compliance with Legal and Regulatory Changes

- **EZ-Dues:** Proactively tackles the threat of anti-worker, anti-public education, anti-public service politicians from busting our union rights by prohibiting payroll deduction for union dues.
- **Payroll Deduction:** Increasingly targeted by anti-union special interests and politicians, leaving union members exposed to sudden challenges to our contracts and workplace protections.

## 3. Stronger Unions

- **EZ-Dues:** Removes active union member lists and personal data from employer hands while ensuring that dues continue uninterrupted regardless of administrative mistakes, labor disputes, strikes, or employer resistance.
- **Payroll Deduction:** Remains vulnerable to employer interference, as employers may stop deductions during contentious negotiations and leverage bargaining information that could be hidden with EZ-Dues.

This Tool Kit provides an overview of the tools necessary to make the switch for all MFPE local unions.

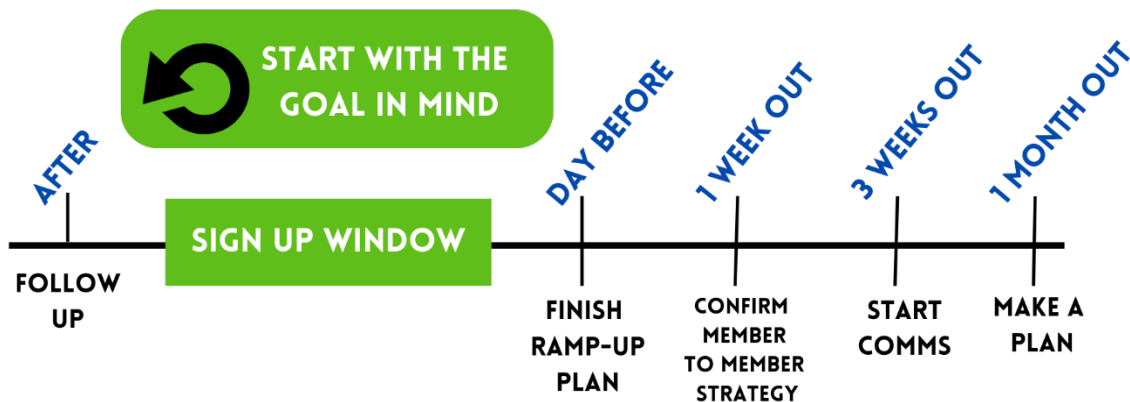
**It's critical that we work together as local leaders and MFPE staff from the beginning.**

## Implementation Tips for EZ-Dues Transition

- **Overcommunicate with Members:** Get creative with your comms methods & add other goals beyond EZ-Dues.
- **Keep it Simple:** A quick conversation and 3-5 minutes is all it takes to sign up.
- **Offer Incentives:** Consider incentives or recognition for early adopters of EZ-Dues.
- **Support Members:** Offer sign-up assistance with planned events or one-on-one conversations.

## EZ-Dues: Scaling Up with Enroll & Hold

MFPE has piloted EZ-Dues for two years. 1,715 members are currently actively submitting dues via the system. Beginning in January 2025, MFPE has been able to scale up the number of local unions moving to EZ-Dues by implementing Enroll & Hold. Members sign up for EZ-Dues now but remain on payroll deduction until 1) a prohibition on payroll deduction goes into effect, 2) the local hits 100% signed up, or 3) the local's chosen 'turn on' date—whichever comes soonest.



## One Month Out – Make a Plan

- **Create a Vision.** Consider how to make EZ-Dues part of a broader, local-decided campaign. Since you'll be talking to every member, this is the ideal time to ramp up bargaining surveys, legislative calls to action, labor-management committee recruitment, and leadership identification.

***Use this opportunity to connect with members to achieve local goals and build local power around important issues!***

- **Select a Sign-Up Window.** Local unions that hit 60%+ of members on EZ-Dues will limit their membership losses to single digit percentages if/when a prohibition passes. We have found set sign-up windows to be the most effective for making an initial pass. These sign-up windows are ~10 days, typically open on a Wednesday/Thursday for members to sign up on their own through the weekend and are followed by a week of in-person sign-ups. The ramp-up to sign-up windows averages 3 weeks.
- **Gather and Submit Important Information (see the EZ-Dues Member Data Checklist on the following page).** Enroll & Hold allows us to do the data gathering and sign-up work simultaneously. That said, making EZ-Dues work smoothly when it's time to turn on the system requires accurate and up-to-date information. Local leadership and employer assistance is critical to collecting information that tells MFPE and local leadership:
  - Who is a union member
  - Who is part of the bargaining unit but not a member of the union (potential members)
  - How much each member is paying or has already paid
  - Payroll dates
  - The best time to move members to EZ-Dues based on current payroll deduction schedule

## EZ-Dues Member Data Checklist

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Our local has provided these items to MFPE Headquarters:

### ☐ Continuous Membership Roster

- Updates should include any changes to members' annual dues obligations based on changes in salary.
- If changes to dues obligations occur during the year, please contact MFPE to make updates, *e.g. an employee going on unpaid leave requires their dues obligation to be recalculated so dues are not deducted for that period of time.*

### ☐ Full Bargaining Unit Employee List

- Includes: Full Name, Position, Home Address, Personal Cell Phone, Personal Email Address for every member of the bargaining unit (both members and non-members). *If not readily available, your district clerk or human resources is required to provide this document. Contact your Field Consultant if you need assistance.*

### ☐ Payroll Calendar

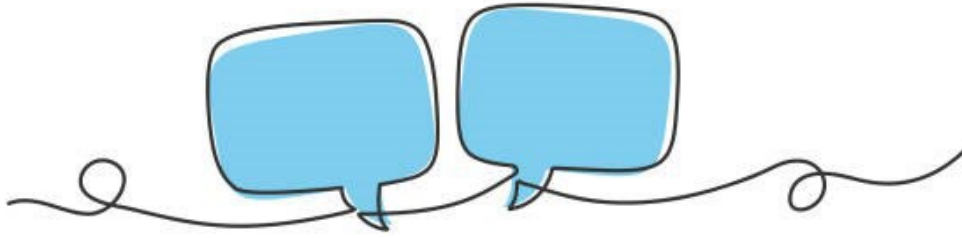
- This is required for initial EZ-Dues setup, then reviewed annually at the start of the MFPE fiscal year (September 1) or as changes occur.
- Because of payroll exceptions, this document must include specific dates, *e.g. 12/5/24, 12/19/24, 1/2/25 as opposed to "every two weeks on Thursday," or "the 20<sup>th</sup> of every month," or "the 1<sup>st</sup> and the 15<sup>th</sup> of each month".*

### ☐ Detail Deduction Listings for this fiscal year to date

- This document tells MFPE HQ what each member has already paid this fiscal year so that members are not over- or under-charged.
- A Detail Deduction Listing is a report that can typically be run by payroll staff when they are processing paychecks. Detail Deduction Listings provide confirmation that deductions were what they were supposed to be. It tells MFPE exactly how much was deducted for each pay period and helps indicate when deductions start for new members, when deductions end for employees who leave, if someone goes on any sort of extended leave that would pause their dues deductions for any amount of time, etc.
- **Detail Deduction Listings are an ongoing requirement and must be provided to MFPE after each payroll deduction until 100% of local members have switched to EZ-Dues.**

### ☐ Our local submitted the above documents using MFPE's online form ([tinyurl.com/mfpe2425submit](https://tinyurl.com/mfpe2425submit)) or by sending them directly to our Field Consultant.

- When using the online form, notify your Field Consultant when the form has been submitted.



## Three Weeks Out – Start Comms

MFPE provides logistical support for local leaders to send a physical letter and email to all members in the local.

### Communications: What Do I Tell Members?

EZ-Dues is an incredible opportunity to deeply engage union members to build more powerful unions. Communicating with members is critical to the success of EZ-Dues. Creating a local union-specific communication plan is vital to building trust and for moving toward greater member engagement.

Your local should prepare members with emails, postcards, text messages, and one-on-one conversations.

**There are four main goals with EZ-Dues comms:**

1. **Tie EZ-Dues into your local union's broader priorities:** Bargaining, labor-management work, policy actions, etc.
2. **Define the *What, Why, and How* for members.**
  - a. **What:** EZ-Dues protects union membership by using automatic bank transfers tied to our paydays to get bosses and politicians out of our union business.
  - b. **Why:** EZ-Dues is a proactive way for union members to protect our rights and our contracts from overreaching bosses or politicians. Currently, our bosses know exactly who is and isn't a union member. They use this against us at the bargaining table and in everyday workplace interactions.
  - c. **How:** Signing up for EZ-Dues is a one-time, 10 minute or less process found at [MFPE.org/EZDues](https://mfpe.org/EZDues). Members will need their 10-digit Membership ID, the Zip Code from their initial membership sign-up, and their banking information.
3. **Encourage** individual members willing to sign up on their own for EZ-Dues to motivate local leaders, building reps, and staff to have one-on-one conversations.
4. **Communicate often** with a goal of getting 5-7 messages in front of members before your sign-up window begins

## One Week Out – Confirm Member to Member Strategy

- There are two effective models for signing-up members in-person.
  - First, you can plan (and MFPE can fund) in-person sign-up lunches, snack breaks, etc. to get a critical mass of members to sign-up at the same time and place.
  - Second, you can enlist local leaders, building reps, and member-activists to find members and ask them to sign-up one-on-one.
- **Why should local union members plan to lead in-person sign-ups?** Members trust members. If someone a member works with reminds them to sign-up for EZ-Dues, members do it.

Our power depends on our numbers. The more members in our union, the more collective power we have to bargain for the things that matter to us. That's exactly why anti-public services politicians are attacking our union. **They are trying to weaken union members' rights to dismantle our bargaining power, lower our pay and benefits, and decrease our union protections. They will then further drive policies that hurt members, public services, and communities.** We are standing together and building our numbers so we have the collective power to bargain for and defend the things that matter to us. Every one of us should pivot to EZ-Dues to protect our union membership. It's easy to enroll, and our information stays secure.

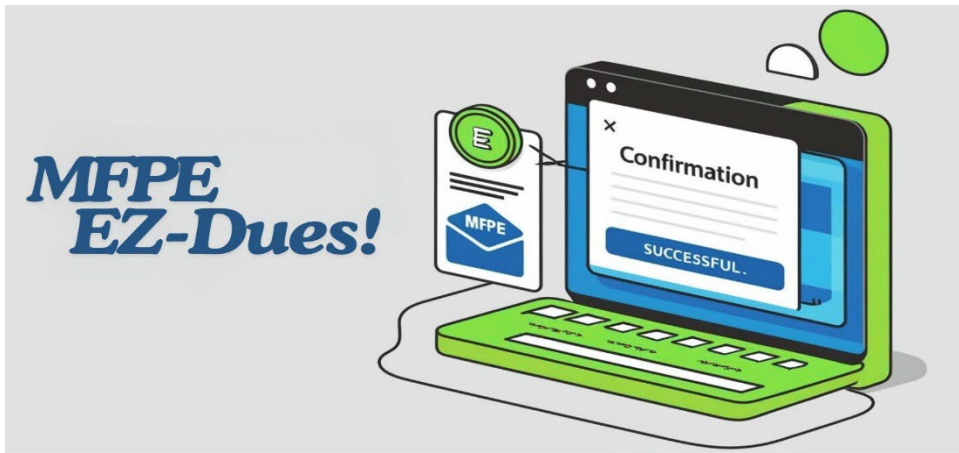
## One Day Out – Finish Ramp-Up Plan

- **Make a big 'Sign-ups are LIVE!' Announcement!**
  - Announce via email to begin with.
  - Send all-local text messages! MFPE staff and local leaders can be trained on this method.
  - *Many members will sign up online on their own time. This will enable your building meetings to focus on power-building tasks like member surveys, leadership identification, and bargaining plans.*
- Local leaders will need **spreadsheets and cards with Member IDs**
- Plan to make space for any questions or to work with MFPE to resolve any technical issues.
- **Send messages** and chat in-person to remind members of this meeting. Again, EZ-Dues is a vehicle to encourage engagement and to learn more about members' needs.
- **Write out an agenda** for your members to have a plan for meetings, in-person sign-up events, and one-on-one conversations. Always emphasize other topics like bargaining, action plans, and member concerns or member successes.

## Sign-Up Window

- **Arm yourself & member activists with:**
  - ☐ Agendas/talking points prepared with relevant local issues to discuss
  - ☐ Wi-Fi password (if needed)
  - ☐ Member data including 10-digit membership ID numbers and zip codes
  - ☐ New member forms (or use this link: <https://www.mfpe.org/sign>)
- **Talk to members and get them signed up for EZ-Dues!**





## How Do I Help Members Sign Up for EZ-Dues?

1. Navigate to the website: <https://edues.nea.org/eDues/righthere.jsp?MT>
2. Assist members as needed as they enter their 10-digit Membership ID and the zip code affiliated with their membership.

**Member details (address, phone number, etc.)  
cannot be changed at the time of sign up.**  
*Make a note of changes to be made after the sign-up window.*

3. Members will fill in their banking information.
  - a. Routing numbers can be found online.
  - b. Account numbers can be found by the member on their checks or through their own online banking website or banking app.
  - c. Do not let members share or write down their banking data outside of the web portal.
  - d. Most members use their own cell phones to sign up. If you're using an MFPE device, use a private web browser.
4. Submit the form.
5. Write down updates in personal information to send to [ezdues@mfpe.org](mailto:ezdues@mfpe.org) later.
6. Celebrate!

## After – Follow-Up

### Immediately Following the Sign-Up Window

- Follow Up with Field Consultants and members with the items discussed at the meeting.
  - Follow up with any short-term concerns.
  - Make notes about long-term concerns like contract adjustments.
  - If any members refuse to or are unable to perform digital transactions, email [ezdues@mfpe.org](mailto:ezdues@mfpe.org) to aid in finding a solution for them.
- Send member detail changes to [ezdues@mfpe.org](mailto:ezdues@mfpe.org).
- Local leaders should remind members who haven't signed up for EZ-Dues to do so. This includes emails, text messages, and more one-on-one conversations.

### EZ-Dues still requires ongoing communication between MFPE, your local union, and your employer.

- Continue to communicate with your employer about member changes and share these changes with MFPE Membership Coordinators ([ezdues@mfpe.org](mailto:ezdues@mfpe.org)):
  - Changes in hours or salary for each employee
  - Terminations & Resignations
  - Moving out of the bargaining unit (a member moves to a supervisor position)
  - New hires
- Continue to submit detail deduction listings to MFPE after each payroll if your local is in Enroll & Hold status or if you have members remaining on payroll deduction after your sign-up window.
- In the case of rejected payments, coordinate with MFPE Membership Coordinators ([ezdues@mfpe.org](mailto:ezdues@mfpe.org)) to address any payment or technical problems.
- Encourage new hires to join you in the union. Currently, new members need to fill out a membership application, have it processed by MFPE, and then enroll in EZ-Dues. Feel free to get them prepared for EZ-Dues along with learning more about their work priorities.
- Use your local leadership team to share these responsibilities and share the rewards of a stronger union.

*MFPE will remit local dues to the local affiliate with detailed individual payment information so that the local affiliate can reconcile their membership and local dues. Work with your MFPE Field Consultant to set up a schedule for remittance of dues back to the local.*

### Update Your Next Bargaining Contract:

It is a great idea to review your local contract for language addressing the bargaining unit information needed from the employer so dues payments can return to their consistent flow.

*Suggested Language: The Employer agrees to furnish the Association, upon written request to the Superintendent (or the Employer), information related to this Agreement or operations of the District (or the Employer), as is not personally confidential within ten days after receipt of request. The District (or the Employer) will provide the Association with a list of all bargaining unit employees, their annual salary information, their phone numbers and email addresses, and dues deductions (if any) within 5 days of each pay cycle.*

**If you do not have this language in your contract, you are still legally entitled to this information.**



## Frequently Asked Questions

**Q:** What is EZ-Dues?

**A:** With EZ-Dues, members will pay dues using auto-deductions from your bank account, a one-time per-year credit card charge, or a check.

**Q:** Is EZ-Dues financial information secure?

**A:** Yes! EZ-Dues is secure. The financial information registered through EZ-Dues is entered into Bank of America's secure banking site. After financial information is entered, any paper forms containing financial information are shredded. Only the last four digits of credit card information can be retrieved for reference. Banking information is available to limited staff to process payments and assist members. No financial information is stored or accessible outside of the secure banking site.

**Q:** Do I need to communicate with our employer about EZ-Dues? What do I tell them?

**A:** Depending on the relationship you have with your employer, you might let them know that your local is going to start moving to EZ-Dues for union dues and they will receive official notice from MFPE about the status of each person's dues. Reiterate with them they should not make any changes until they receive official MFPE notice to end dues deductions.

**Q:** What if my employer refuses to provide the information needed for EZ-Dues setup?

**A:** Contact your Field Consultant. They will work with you and your employer to ensure that the information is transmitted in a timely manner. MFPE and your local union are legally entitled to this information.

**Q:** How do I sign up a brand-new member to EZ-Dues and end their payroll deductions?

**A:** Each member will sign up via the EZ-Dues portal and will need their Membership ID Number and the zip code associated with their membership. See page 7 for additional information.

**Q:** What happens if a member is overcharged/undercharged?

**A:** If you see errors on your bank statement, alert the MFPE EZ-Dues team ([ezdues@mfpe.org](mailto:ezdues@mfpe.org)) immediately and they will reconcile all payments as soon as possible.

**Q:** How often will dues be withdrawn from member accounts?

**A:** The schedule for bank draft payments is set by local leadership based on your employer's pay schedule. EFT options include a one-time withdrawal based on the first pay date of your employer's pay schedule OR monthly withdrawals aligned with your employer's pay schedule. Credit card, debit card, personal check, or cash payments may be made as a one-time payment for the full annual dues amount.

**Q:** What do I do if a member's dues cannot be deducted from their account?

**A:** EZ-Dues payments may be rejected for multiple reasons: closed accounts, insufficient funds, etc. Assist your members in updating their payment information via their EZ-Dues portal login. If needed, reach out to the MFPE EZ-Dues team.



The screenshot shows the MFPE EZ-Dues portal interface. At the top, there is a 'Back' button and the MFPE logo with the tagline 'MONTANA FEDERATION OF PUBLIC EMPLOYEES'. To the right of the logo is the text 'EZ-Dues' in green, with the tagline 'MEMBER POWER. MADE EASY.' below it. Below the logo, the text 'You have a bank account number on file' is displayed. Underneath this, there are two links: 'Update My Bank information' and 'View my Payments and Schedule (Electronic Fund Transfer)'. A red arrow points to the 'Update My Bank information' link. Below the links is a blue button labeled 'Pay Now (Credit/Debit Card one-time Payment)'. At the bottom, there is a table with two columns: 'Fund Name' and 'Fund Amount'.

**Q:** How will we receive our local dues and/or local PAC money?

**A:** MFPE will remit local dues to the local union with detailed individual payment information so that the local association can reconcile their membership and local dues. Work with your MFPE Field Consultant to set up a schedule for remittance of dues back to the local.

**Q:** Will members be able to cancel EZ-Dues and return to payroll deduction?

**A:** Payment information can be updated at any time through the EZ-Dues website. You can change or update banking account information or credit/debit card numbers. At this time, as long as payroll deduction remains a legal option, members may choose to return to payroll deduction. This includes instances where a member's EZ-Dues payments cannot be processed due to insufficient funds, intentional non-payment, or changes to banking information made to avoid payment.

**Q:** What happens if a member closes their bank account or changes their credit card?

**A:** Members can update their bank account, credit card, or debit card information through the EZ-Dues website. Encourage members to update their information promptly to ensure there are no missed or rejected payments.

**Q:** What if a member does not have a bank account?

**A:** Members without a bank account or credit card can stay on payroll deduction until that ceases to be a lawful option. At that point, please contact the MFPE EZ-Dues team ([ezdues@mfpe.org](mailto:ezdues@mfpe.org)) to discuss other options.