United Electrical, Radio & Machine Workers of America (UE)

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General President

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General Secretary-Treasurer

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Director of Organization

November 12, 2026

TO: Local Presidents *(via Email)*
Local Financial Officers *(via Mail & Email)*
Regional Presidents *(via Email)*
Staff *(via Email)*

RE: Per Capita and Minimum Monthly Dues Systems:
January 1st, 2027 through December 31st, 2027

FROM: Andrew Dinkelaker, General Secretary-Treasurer

For those newly elected officers/locals who may not be familiar with this annual Per Capita Determination process, we would suggest that they please take a moment and carefully read through this memo and the explanatory *Process Document* in its entirety to avoid any misunderstandings.

In all circumstances, our UE Constitution and By-Laws require that locals obtain from their employer a wage substantiation document. Locals will then determine the shop average based on their shop's November 1st 2026 payroll information. This document will be attached to their Annual Per Capita Determination Report and will provide the basis from which National Per Capita Rates are calculated for 2027.

Required:

In accordance with the ratified UE Constitution and By-Laws, Article 15 Revenue, *Section A*:

> "**Locals shall submit to the national union by December 20th of each year a wage breakdown of the workplace as of November 1st of that year. Locals failing to provide required documentation shall pay per capita based on a 10% increase in the per capita rate for that local from the previous year**. The assigned level of per capita will continue until proper documentation is provided."

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The wage information that lists each bargaining unit members' rate of pay *must* be attached to the Annual Per Capita Rate Determination Report and submitted by the December 20th, 2026 deadline to avoid the surcharge penalty. **If needed, sample employer information request letters can be downloaded at: ueunion.org/percapita**

To assist with calculations and submission of all the associated documentation (forms), please visit **ueunion.org/percapita.** The provided online calculator allows you to insert the average wage for the shop and select your local (and sub-local/shop where applicable) in order to determine the 2027 National per capita pay rate. **When you click the submit button after you enter your average wage information it will reveal the form you can fill out to submit online in lieu of mailing.**

Monthly Minimum Dues:

The online calculator, **ueunion.org/percapita,** also reports on what the local's minimum dues requirement would be per Article 18, Section D of the UE National Constitution.

Today, a large majority of locals charge a higher amount than the required minimum dues. This is wise, because the additional revenue stays with the local to build a sound treasury. Locals then have the resources to defend the membership's interests and for members and leaders to participate in various Regional and National union functions.

For locals that don't meet the minimum dues requirement, the national union is available to assist in advising how locals can develop a financial plan to reach those minimum requirements. ALL LOCALS should make every effort to return the required information by UE's constitutionally mandated December 20th, 2026 deadline along with their completed Local Union Dues Report.

NOTE: Please contact both UE Bookkeeper Megan Moffitt and General Secretary-Treasurer Andrew Dinkelaker if the Local has questions or is unable to meet the December 20th, 2026 deadline.

Enclosures