

**MAINTENANCE FORM**

**MAIL TO: NEW JERSEY STATE FIREMEN'S ASSOCIATION**  
**1711 Route 34 South, Wall Township, NJ 07727**

**SEE OTHER SIDE FOR INSTRUCTIONS**  
**IN USE OF THIS FORM**

COUNTY NAME
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ASSOC. NO.	ASSOCIATION NAME	COMPANY NO.	COMPANY NAME	LINE NO.
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LAST NAME	FIRST NAME	M.I.	BIRTH DATE	INITIATION DATE	SERVICE START	PHYSICAL TEST RECORD
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RETIRED DATE	RESIGNED DATE	SERVICE CODE	QUALIFYING NO.	LIFE-MEMBER	SOCIAL SECURITY NUMBER
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CURRENT YEAR PERCENTAGE	REMARKS
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Checked By: \_\_\_\_\_  
Initials Date

SIGNED: \_\_\_\_\_  
Date

Local  
 Association  
 Secretary

## INSTRUCTION FOR USE OF MAINTENANCE FORM

“KEY”

1. Association Number
2. Company Number
3. Member Line Number

New and reinstated members are added to file only when an application is received and verified by the N.J.S.F.A.

**(NOT A MAINTENANCE FORM)**

### TO ADD A MISSING RECORD

Fill in complete missing line history always using “KEY”.

<b>Service Code</b>	<b>Explanation</b>
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XX	- Removed, less than 84 months
Z	- Over Age - Active
*	- Qualified

### TO CHANGE AN EXISTING RECORD

#### NAME CHANGE

To request a change of name - Full name must be used. The “KEY” must always be filled in.

To request any removal of member through resignation, suspension, etc.:

1. Use “KEY”
2. Service Code
3. Remark Area to be used to define reason for action
4. Percentage and Year and Month Area to be filled in and reported
5. “Removal Date” to be filled in - if retired use date filed “Retired Date”

In order to keep accurate records, all the above five (5) items must be filled in. In the event the member is reinstated in the same association, different company, or different association completely, his years of service will be tracked and kept in his current association, company and line number for future use.

Percentage - Fill in only the year to be added to an existing record and the remark area stating the months to be included in the existing record.