



**INSTRUCTION FOR USE OF MAINTENANCE FORM**

<p>“KEY”</p> <ol style="list-style-type: none"> <li>1. Association Number</li> <li>2. Company Number</li> <li>3. Member Line Number</li> </ol>
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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.