

**REQUEST FOR ESTABLISHMENT, CHANGE OR CANCELLATION
OF VOLUNTARY DEDUCTION FOR ORGANIZATION DUES/FEEES**

I hereby request that a voluntary deduction be established, changed or canceled as designated below. I understand that if the action requested is an establishment of a voluntary deduction, that I am authorizing the amount designated below to be deducted each pay period from my biweekly pay and be forwarded to the designated organization.

Signature: _____ Date: _____

Please print or type the following:

Name: _____ Office Phone No. () _____

Social Security No. _____ Amount to be deducted Biweekly: **\$ 7.50**

Organization to receive voluntary deduction: **American Federation of Gov't Employees (AFGE)**

- Action Requested: 1. Establish Voluntary Deduction
 2. Change Voluntary Deduction
 3. Cancel Voluntary Deduction
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For Payroll Office Use Only

Voluntary Deduction Code = _____ Collection Code = _____

Privacy Act Statement

Section 5525 of Title 5 United States Code (Allotments and Assignment of Pay) permits Federal agencies to collect this information. This completed form is used to request that organization dues or fees be deducted from your pay and to notify the elected organization of the deduction. Completing this form is voluntary, but it may not be processed if all required information is not provided.

This record may be disclosed outside your agency to: (1) the Department of the Treasury to make proper financial adjustments; (2) a Congressional office if you make an inquiry to the office related to this record; (3) a court or appropriate Government agency if the Government is party to legal suit; (4) an appropriate law enforcement agency if we become aware of a legal violation; and (5) other Federal agencies for management, statistical and other financial functions (without your personal identification).

Executive Order 9387 allows Federal agencies to use the social security number (SSAN) as an individual identifier to avoid confusion caused by employees with the same or similar names. Supplying your SSAN is voluntary, but failure to provide it, when it is used as the employee identification number, may mean that payroll deductions cannot be processed.

Processing Instructions

This form may be reproduced locally

After completion, generate two copies of this form and process as follows:

Original - Provide to the site Human Resources/Payroll Specialist, for forwarding to:

TSA Payroll, AMZ-450, Mike Monroney Aeronautical Center, P.O. Box 25082, Oklahoma City, OK 73125

Copy 1 - Provide to the Benefiting Organization, Copy 2 - Retain for Employee's Records