

SIDE A

AUTHORIZATION TO BEGIN EMPLOYEE ORGANIZATION DUES DEDUCTION

I hereby authorize the HOUSTON INDEPENDENT SCHOOL DISTRICT (HISD) to deduct as shown below and remit to

Houston Area Association for Bilingual Education

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ORGANIZATION NAME

Social Security No.											

Employee ID No.					

\$

Per Payday Amount					

\$

Total Annual Dues					

Last Name																			

First Name																			

Date																			

BOTH SIDES OF FORM MUST BE COMPLETED

SIDE B

AFFIDAVIT

My signature below affirms my understanding that:

- this payroll deduction is a service offered by HISD for its employees and specified organization.
- the deduction will begin on the next regularly scheduled payroll provided this form is received by HISD at least eight working days prior to that payroll
- all communications concerning this transaction should be directed to the organization named above
- the organization's annual dues may change from year to year
- **this authorization is valid as long as I am employed by HISD unless I countermand it with a properly completed STOP DEDUCTION form.**

Dues paid to the organization may not be deductible for federal income tax purposes; however, under limited circumstances dues may qualify as a business expense.

Signature of Employee

Employee Name (Please Print)

BOTH SIDES OF FORM MUST BE COMPLETED