

Notice of Membership Resignation & Payroll Deduction Cancellation in the Alabama Education Association (AEA)

System Name: _____

Employee Name: _____

Print Full Name of Employee

Employee Number **or** Social Security Number: _____

Employee Worksite: _____

Certified Employee or Support Employee

Attention: Payroll Department

Effective immediately, you are hereby directed to cease any further deductions of membership dues payable to the **Alabama Education Association (AEA), National Education Association (NEA) and Local Education Association** from the salary or other compensation of the following employee who has, this day, resigned membership in the aforementioned organizations.

Employee Signature

Date (Completion Date of Form)

Fill out this form completely. Make a copy for your records and a copy to send to your central office payroll department.

- Remember that it is important that this form be dated and turned in to your payroll office **no later than September 14th.**
- **Important**-some systems have an earlier deadline (for example **Hoover City Schools**), please be aware of the deadline in your system.
- Please **be sure to check with your system** for specific requirements (some systems such as Jefferson County Schools require that you complete their own specific form that must be obtained through their central office payroll department).

This form is to be used to cancel membership and payroll deductions for AEA, NEA, and Local EA.